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ABSTRACT

Intended for teachers, counselors, job placement specialists, employers, and disabled persons, this publication provides information about jobs performed in business and industry by persons with disabilities. Each of the 71 job descriptions presented specifies the type of job, disability of the person performing the job, company information, job requirements, job information (such as wages, work schedule, training, etc.), significant duties, and special considerations (such as limitations, hiring incentives, and job accommodations). Information on each job description was provided by employers, disabled employees, and job placement specialists. Job titles and disabilities are cross referenced. Positions range from accountants, administrators, and assistants to animal and horticultural workers, messengers, and production operators. Disabilities of workers in these jobs include: cerebral palsy, hearing impairment, visual impairment, emotional disturbance, paralysis, mental retardation, learning disability, and paraplegia. An additional section presents an effective strategy for identifying jobs for the disabled and getting disabled persons placed in jobs. Information on relevant resources (projects, organizations, training programs and publications) is also provided. The job replication form used to obtain information for the job descriptions is appended and readers are encouraged to use it to contribute additional job descriptions to this catalog. (CB)

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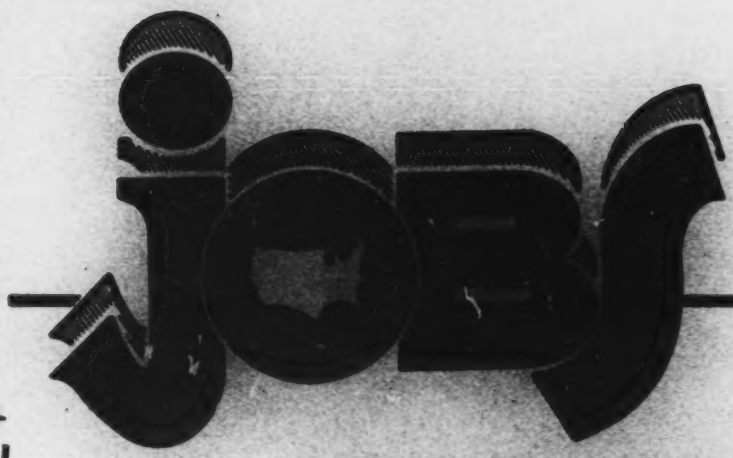

REPLICATING JOBS IN BUSINESS & INDUSTRY FOR PERSONS WITH DISABILITIES

Volume 1

Vocational Studies Center
School of Education • University of Wisconsin–Madison

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VOLUME ONE

Replicating Jobs In Business and Industry for Persons with Disabilities

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Section I

Catalog Purpose and How to Use

PURPOSE

This publication provides information about jobs performed in business and industry by persons with disabilities. It is important for people with disabilities to have role models that will help raise their vocational aspirations and expectations. Exemplary employment models are also needed by teachers, counselors, job placement personnel and employers who work with people who are disabled. Each job described in this catalog is performed by a specific person who is disabled. Readers should not conclude that such jobs are the only ones which persons with similar disabilities could perform, although these jobs might be replicated for persons with similar disabilities. Each description can be used to stimulate thinking about additional jobs which persons with disabilities could perform. Keep in mind that the key factors in matching jobs to persons with disabilities are a person's interests, abilities and aspirations.

The job descriptions in this publication are cross referenced by disability and job title. These jobs show that persons with disabilities are performing at levels above many people's expectations. These jobs are performed by persons with many different types of disabling conditions and levels of severity. Some jobs included in this publication show that persons with severe disabilities can work full time, receive employment benefits and achieve vocational independence.

The information on each job description in this catalog was provided by employers, employees who are disabled, job placement specialists and other interested persons. The Jobs Replication Form which was used to obtain information on job descriptions in this catalog can be found in Appendix A page 197. Please see Appendix B on page 203 for information on how you can help us obtain additional job description on jobs which persons with disabilities are performing in business and industry.

HOW TO USE THIS VOLUME

Potential users of this catalog include persons with disabilities, special educators vocational instructors, rehabilitation counselors, job placement and job development counselors, employers and others. Each job description specifies the type of job, disability of the person performing the job and five areas of job information.

1. Company Information	company name and description, number of employees, and the name of a person to contact for more information
2. Job Requirements	academic credentials, work experience, examinations and other job requirements

3. Job Information	wages, benefits, work schedule, work setting probationary period, employment history, narrative description, physical demands, physical activities performed, environmental conditions, special conditions, work group, standard training period and standard amount of supervision
4. Significant Duties	leadership/administrative/managerial, tasks in the areas of problem solving/reasoning, computers, mathematics, writing, reading, communication, manual/perceptual tasks and other significant duties or job features
5. Special Considerations	limitations, special training, job accomodations, personal strengths and financial incentives for hiring

This catalog presents a cross section of jobs which persons with disabilities perform. Many other persons with disabilities may achieve on a level equal to those whose jobs are described, or learn to perform jobs of greater difficulty and reach higher plateaus. Teamwork, coordination and cooperation among all involved in the education, placement and employment of persons with disabilities are needed if persons with disabilities are to achieve their full potential. Listed below are some ideas of how specific groups and individuals might use this catalog of jobs.

Persons with Disabilities

- provide direction about specific job areas
- help secondary and postsecondary students be aware of specific job requirements, duties and conditions
- use when planning a course of study at the secondary or postsecondary level
- help identify skills and interests
- use as an incentive for training, promotion or to expand knowledge about successful employees
- expand thinking about what jobs successful people with disabilities are doing in business and industry
- use as a reference during the job search process
- use to inform prospective employers about needed accommodations
- use to identify agencies which might supply support services or assist in obtaining a job
- stimulate thinking about career changes and job advancement

Special and Vocational Educators

- use as examples in a career develolpment curriculum
- use as a tool to develop on the job training sites
- use with students in individual counseling sessions to help them become aware of their potential
- use to show students the diversity of jobs which people with disabilities perform
- supplement career information systems
- use in the preservice and inservice training of regular teachers in order to expand their thinking about the range of jobs that students with disabilities might perform
- use with employers in discussing the capabilities of students with disabilities
- use as a base for replicating specific jobs in local businesses
- use to compare similar job titles but different duties
- use with parents to stimulate realistic vocational goals for their son or daughter

Job Placement and Job Development Counselors

- use to stimulate and expand thinking about job possibilities for persons with disabilities
- use to replicate a specific job for an interested person who is disabled
- use with employers to establish credibility that the specific job is being performed by a person who is disabled in a similar place of business
- use as a guide to match skills with possible jobs
- use in staff development training
- use to supplement and reinforce a job matching program
- use to find or develop similar jobs in the local community
- use the contact persons as additional resources
- use as a guide on job accommodations to maintain an employee on the job
- use as a model for developing additional job descriptions

Employers

- review for ideas on job accommodations that other employers have made for persons with disabilities
- review to stimulate thinking about jobs that persons with disabilities might perform in employer's company
- use in company training programs and internal publications to relieve employee anxieties about the performance capabilities of persons with disabilities
- use to replicate a job which exists in a similar work situtation in another company or another location of the same company

Guidance Counselors

- use as examples during individual and group counseling to encourage students with disabilities to develop and use their educational and employment potential and to expand their career interests
- use as role models to show what others are doing
- use to help students with disabilities set goals for education and employment
- distribute to other staff members in order to increase their awareness of the employment possibilities for students with disabilities
- use in conjunction with computer assisted counseling programs

Teacher Educators

- provide examples to prospective teachers in order to expand their thinking about jobs that their students are capable of performing
- use as an inservice tool to stimulate and expand the thinking of teachers and admininistrators as to the jobs that students with disabilities can and are performing
- use as a guide to learn about accommodations that employers have made for persons with disabilities
- review the jobs being performed by persons with disabilities to gain insight into possible revisions needed in the teacher education program

Parents

- study the contents in order to stimuate thinking about possible jobs for which their disabled son or daughter may prepare
- use in the development and implementation of the IEP and as an aid in the school to work transition
- use as a discussion tool to help their son or daughter in selecting courses needed to achieve education and career goals
- stimulate job leads and opportunities for the teacher or job developer
- use as a source of information on jobs and duties performed by persons with disabilities
- use as a reference on how job accommodations are used to maintain an employee on the job

Listed below are some ideas on how this Jobs Catalog can be used to increase the vocational and career aspirations and expectations of persons with disabilties.

1. Special and vocational educators can use the listed jobs as a resource to raise their expectations and the expectations of their students. Students can see what other persons with similiar disabilities are accomplishing. If a student is not interested in the specific job or jobs listed, he or she should be made aware that perhaps similar accomodations could be made in a job in which they are interested.
2. Parents of handicapped individuals can use these jobs to stimulate their own thinking about the jobs which their sons or daughters might perform.
3. Handicapped youth can use the job descriptions to stimulate their thinking as to the type of jobs they would like to do. Handicapped youth might be encouraged to explore jobs in which they had an interest but no incentive to pursue. The awareness levels of job possibilities and career options will be improved.
4. Use as resource in the training of job development and job placement counselors.
5. The special considerations section can be used as a resoure to explore appropriate accomodations for handicapped persons.
6. Use in teacher education preservice and inservice classes to show the diversity of job opportunities for students with handicaps.

7. Use with employers to provide stimulation as to the possibilities of how they might employ handicapped persons. An employer would not need to have the exact job indicated. An employer's inginuity and imagination might be triggered by reviewing actual jobs. The examples may help employers overcome their anxiety in hiring handicapped persons. Job listings may stimulate employers to consider hiring handicapped individuals in a position in which they previously thought impossible.

8. Used in counseling handicapped youth. Teachers and counselors may need to read and interpret the information for the handicapped student.

Section II

Job Descriptions

Accountant

Congenital Deformed Legs

Company Information

Company Name
Diversified Products
P.O. Box 100
Opelika, AL 36801

Description of Company
Manufacture and distribution of physical fitness and related products.

Number of Employees
Approximately 2500 total company
Approximately 2000 this site

For more information, contact
Aimee B. Sikes, Personnel Assistant
(205) 745-1375

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
Sufficient to indicate ability to accept responsibility for attending regularly, etc.

Examinations Required
Physical

Other Job Requirements
Age 18 minimum

Job Information

Wages
Hourly (rate not provided)

Benefits
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Temporary
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
3 months

Employment History
2 summers with company
2 summers in this position

Narrative Description
Temporary cost accountant - standard cost accounting tasks. Required interface with manufacturing, management information services and finance departments.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, turn, see, finger dexterity

Environmental Conditions
None

Special Conditions
Precision/quality

Work Group
Works alone, one-to-one

Standard Training Period
3 months

Standard Amount of Direct Supervision
Minimal

Accountant	Congenital Deformed Legs

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Evaluate for accuracy and completeness
- Summarize and draw conclusions

Computer Tasks
- Access data from computers

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Use formulas (translating, substituting values)

Writing Tasks
- Write legibly
- Write sentences in standard English
- Organize, select, and relate ideas in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Report accurately what others have said
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Use keyboard skills

Special Considerations for This Worker

Limitations
- Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, skin sensitivity

Special Training
- None

Job Accommodations
- Employer raised desk to accommodate wheelchair and provided accessible bathroom stall when expanding building.

Personal Strengths
- Technical knowledge
- Analytical ability
- Willingness to stay with task

Financial Incentives for Hiring
- None

Other Factors
- Give him or her a chance

Accountant

Partial Paralysis of Arms and Complete Paralysis of Legs

Company Information

Company Name
Robert L. Halbleib, Sr.
Rte #3, Box 140M
Chippewa Falls, WI 54729

Description of Company
Professional/Managerial
Accounting/Income Tax Preparer

Number of Employees
Total company: 2
This site: 2

For more information, contact
Robert L. Halbleib, Sr.
(715) 382-4479

Requirements of This Job

Academic Credentials Required
Experience

Work Experience Required
Office procedures

Examinations Required
None

Other Job Requirements
Adult
Bondable
Dress code

Job Information

Wages
$17.50 per hour

Benefits
None

Work Schedule
Permanent
5 days a week, 8 hours a day
9:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
None

Employment History
35 years with company
35 years in this position

Narrative Description
General accounting procedures - some understanding of tax law.

Physical Demands
75% sedentary work
25% light work

Physical Activities Performed
Sit
See
Finger dexterity

Environmental Conditions
None

Special Conditions
Dependability

Work Group
Works alone

Standard Training Period
The longer the better!

Standard Amount of Direct Supervision
None

Accountant

Partial Paralysis of Arms and Complete Paralysis of Legs

Significant Duties

Leadership/Administrative/Managerial
- Develop company policy
- Implement company policies

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Identify alternative approaches/ solutions
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing

Mathematical Tasks
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Prepare budgets

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Hand work
- Operate machine(s)
- Operate job-related power tool(s)

Special Considerations for This Worker

Limitations
- Carrying, lifting, reaching, grasping, handling, fingering, pushing, pulling, feeling/sensory, balancing, standing, walking, climbing, kneeling, squatting bending

Special Training
- None

Job Accommodations
- None

Personal Strengths
- Determination
- Eagerness
- Personable

Financial Incentives for Hiring
- None

Other Factors
- Just give employee a chance AND encouragement, NOT sympathy!

Administrator, Human Resources

Mild Cerebral Palsy

Company Information

Company Name
Steelcase, Inc.
901 44th St., SE
Grand Rapids, MI 49501

Description of Company
Heavy manufacturing
Office furniture

Number of Employees
10,000 total company
8,000 this site

For more information, contact
Robert S. Muller, Administrator
(616) 247-3297

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
None

Examinations Required
Physical

Other Job Requirements
Age 18 or older
Dress code

Job Information

Wages
Salaried

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance
Profit sharing

Work Schedule
Permanent
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
None

Employment History
20 years with company
6 years in this position

Narrative Description
Special Programs Coordinator including Recreation, Employee Sales, Special Loans, Special Needs for company employees and the public.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, finger dexterity

Environmental Conditions
Dry

Special Conditions
None

Work Group
One-to-one

Standard Training Period
30 days

Standard Amount of Direct Supervision
Minimal

Administrator, Human Resources	Mild Cerebral Palsy

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/ solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Access data from computers
- Perform word processing

Mathematical Tasks
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Prepare budgets

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Special Considerations for This Worker

Limitations
- Partial loss of hearing, partial loss of vision, carrying, lifting, walking

Special Training
- None

Job Accommodations
- IBM electric typewriter to accommodate worker's slow writing skills.

Personal Strengths
- Attitude
- Initiative
- Relationship with other employees

Financial Incentives for Hiring
- None

Agri-Business Director, Radio

Visual Impairment (Legally Blind)

Company Information

Company Name
Indiana Agri-Business Network
2 W. Washington, Suite 690
Indianapolis, IN 46204

Description of Company
Communication
Agricultural Radio Programming

Number of Employees
500+ total company
3 this site

For more information, contact
Gary R. Truitt
(317) 263-2166

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Radio broadcasting, 1 year

Examinations Required
None

Other Job Requirements
Knowledge of agriculture

Job Information

Wages
$2333.34 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance

Work Schedule
Permanent
5 days a week, 9 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office/broadcast studio

Probationary Period
None

Employment History
8 months with company
8 months in this position

Narrative Description
Produces and hosts agricultural radio programs. Develops and implements goals for statewide farm radio network. Assists in promotion, sales and marketing efforts for the network.

Physical Demands
90% sedentary, 10% medium work

Physical Activities Performed
Push, pull, reach, run, sit, turn, see, finger dexterity

Environmental Conditions
Noise, cramped quarters

Special Conditions
High level of stress

Work Group
Small group

Standard Training Period
30 days

Standard Amount of Direct Supervision
Minimal

Agri-Business Director, Radio

Visual Impairment (Legally Blind)

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Represent the company at internal functions
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/ solutions
- Review progress periodically
- Evaluate for accuracy and compeleteness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing

Mathematical Tasks
- Count
- Understand order, (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations

Writing Tasks
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents

Reading Tasks
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Operate machine(s)
- Use keyboard skills

Special Considerations for This Worker

Limitations
- Partial loss of vision, spelling

Special Training
- None

Job Accommodations
- Taxi or driver for attending meetings ($100/month)
- Large print video monitor ($75/month)

Personal Strengths
- Knowledge of field
- Verbal ability
- Persistence/independence

Financial Incentives for Hiring
- None

Animal Caretaker

Hearing Impairment

Company Information

Company Name
Department of Laboratory Animal Medicine
Uniformed Services University of the Health Sciences
4301 Jones Bridge Road
Bethesda, MD 20814

Description of Company
Military medical school

Number of Employees
40 total department

For more information, contact
Clayton A. Cisar, Chief
Animal Husbandry Division
Laboratory of Animal Medicine
(202) 295-3315

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
Physical

Other Job Requirements
None

Job Information

Wages
$8.00 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Laboratory animal facility

Probationary Period
6 months

Employment History
3-5 years with company
3-5 years in this position

Narrative Description
Routine care of a wide variety of laboratory animals - feeding, cleaning, watering. Facility maintenance and equipment cleaning.

Physical Demands
20% light work, 60% medium work, 20% heavy work

Physical Activities Performed
Push, pull, reach, stoop, turn, see, color vision, depth perception, sense of touch

Environmental Conditions
Hot, cold, humid, wet, dust, dirt, odors, noise, inadequate ventilation, mechanical hazards, toxic conditions, zoonotic (diseases transmitted from animals to humans)

Special Conditions
Animal bites

Work Group
Works alone, small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
Moderate

Animal Caretaker

Hearing Impairment

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Implement company policies
- Supervise personnel

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Correct deficiencies

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job

Writing Tasks
- Complete forms accurately

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Stay on the topic in job-related conversations
- Give clear instructions and directions
- Explain activities and ideas clearly
- Use sign language

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Tend machine(s)
- Operate machine(s)
- Set up machine(s)

Other Significant Duties or Job Features
- Care for animals

Special Considerations for This Worker

Limitations
- Low frustration tolerance, acceptance of supervision, interactions with co-workers, writing, hearing, following spoken directions

Special Training
- Worker learned from supervisor and video tapes to use sign language interpreters.

Job Accommodations
- None

Personal Strengths
- Dependability
- Accuracy
- Speed

Financial Incentives for Hiring
- None

Other Factors
- Hearing impaired individuals function well in a laboratory-animal facility.

Assembler

Emotional Disturbance and Seizure Disorder

Company Information

Company Name
New England Instruments
Kendall Lane
Framingham, MA 01701

Description of Company
Light manufacturing of potentiometers

Number of Employees
200 this site

For more information, contact
Mary Dukeman, Training Specialist
(617) 542-1799

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$5.35 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
9:00 a.m. to 5:00 p.m.

Work Setting
Factory

Probationary Period
None

Employment History
7 months with company

Narrative Description
Assembling printed wiring boards and soldering.

Physical Demands
70% sedentary, 30% light work

Physical Activities Performed
Reach, sit, see, color vision, depth perception, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
Precision/quality

Work Group
Small group

Standard Training Period
5 days

Standard Amount of Direct Supervision
Moderate

Assembler

Emotional Disturbance and Seizure Disorder

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Evaluate for accuracy and completeness

Computer Tasks
None

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs
Read simple directions

Communication Tasks
None

Manual Perceptual Tasks
Hand work
Construct, fabricate or assemble materials
Use job-specific hand tools and equipment
Operate machine(s)

Special Considerations for This Worker

Limitations
Seizures

Special Training
None

Job Accommodations
None

Personal Strengths
Knowledge of assembly
Motivation
Accuracy

Financial Incentives for Hiring
None

Assembler B

Paraplegia

Company Information

Company Name
Prime Computer, Inc.
145 Pennsylvania Ave.
Framingham, MA 01701

Description of Company
Light Manufacturing
Main frame computer manufacturing

Number of Employees
10,000 total company
500 this site

For more information, contact
Cathy Scriven, Recruiting Specialist
(617) 879-2960

Requirements of This Job

Academic Credentials Required
High school diploma
Certificate in electronics (recommended)

Work Experience Required
None

Examinations Required
Physical

Other Job Requirements
Age 18 or older
Own vehicle

Job Information

Wages
$5.00 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
8:00 a.m. to 4:00 p.m.

Work Setting
Factory/industrial

Probationary Period
3 months

Employment History
2 months with company
2 months in this position

Narrative Description
Place numerous resisters in printed circuit board by hand. Use blue-prints, knowledge of quality control, crip wires. Use tweezers and pliers for tightening of resisters.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, sit, turn, see, finger dexterity

Environmental Conditions
Noise, mechanical hazards, electrical hazards

Special Conditions
Precision/quality

Work Group
Works alone

Standard Training Period
14 days

Standard Amount of Direct Supervision
Minimal

Assembler B	Paraplegia

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Estimate quantities needed to do a job
- Use numerical values from charts, diagrams, tables

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs
- Read technical information

Communication Tasks
- Follow intent of oral directions

Manual Perceptual Tasks
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)
- Set up machine(s)

Special Considerations for This Worker

Limitations
- Carrying, lifting, feeling/sensory, standing, walking, climbing, kneeling, squatting, bending

Special Training
- None

Job Accommodations
- Assistance by another employee for moving of finished work and supplies.
- Job development by National Spinal Cord Injury Association and brief post-employment follow-up.

Personal Strengths
- Desire to work
- Mechanical interest and skill
- Ability to follow instructions

Financial Incentives for Hiring
- None

Other Factors
- Open-mindedness regarding the abilities of persons with disabilities

Assistant City Attorney

Hearing Impairment 85-90 db Loss

Company Information

Company Name
City of Olathe
100 W. Santa Fe
Olathe, KS 66061

Description of Company
Municipality

Number of Employees
400+ total company

For more information, contact
Susan Perkey
Special Services Office
(913) 782-2600

Requirements of This Job

Academic Credentials Required
Doctorate, Attorney's license

Work Experience Required
Practical legal experience (1 year)

Examinations Required
Physical

Other Job Requirements
On call
Dress code

Job Information

Wages
$2547 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance
Mental Health/Counseling

Work Schedule
Permanent
5 days a week, 9 hours a day
8:00 a.m. to 6:00 p.m.

Work Setting
Office, court

Probationary Period
6 months

Employment History
6 years with company
6 years in this position

Narrative Description
As an attorney for a city government, duties include attending meetings, reviewing contracts and other legal documents, preparing cases (including the writing of facts, laws, briefs, and legal opinions), and investigating cases.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, turn, see, hear, (attorney functions)

Environmental Conditions
None

Special Conditions
Precision/quality
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
None

Standard Amount of Direct Supervision
Minimal

Assistant City Attorney	Hearing Impairment 85-90 db Loss

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Represent the company at internal functions
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Summarize and draw conclusions

Computer Tasks
- None

Mathematical Tasks
- Calculate costs
- Use numerical values from charts, diagrams, tables

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- None

Other Significant Duties or Job Features
- Provide legal counseling

Special Considerations for This Worker

Limitations
- Hearing, following spoken directions

Special Training
- None

Job Accommodations
- As the hearing loss became more severe, the amount of trial work was reduced and offset by increases in paperwork and investigative work.
- Volume controls were added to the telephone (Approximately $50).

Personal Strengths
- Ability to write and speak the English language clearly
- Ability to investigate legal matters
- Interpersonal communication skills

Financial Incentives for Hiring
- None

Other Factors
- The installation of various assistive listening devices.

Assistant Meat Cutter

Slow Learner

Company Information

Company Name
Snyder's Food Mart
RD #1, Box 26
Kittanning, PA 16201

Description of Company
Supermarket - groceries, meats, produce, carry out service.

Number of Employees
16 total company
16 this site

For more information, contact
Samuel A. Snyder, Meat Manager
(412) 543-1322

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 18 minimum
Dress code

Job Information

Wages
$4.00 per hour

Benefits
Paid vacation

Work Schedule
Seasonal
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Supermarket

Probationary Period
None

Employment History
6 years with company
5 years in this position

Narrative Description
Assistant Meat Cutter means that employee cuts all kinds and cuts of meat, specialty cuts, grinding. He also is in charge when the meat manager is on vacation or days off.

Physical Demands
5% sedentary, 15% light work, 60% medium work, 20% heavy work

Physical Activities Performed
Push, pull, reach, turn, see, color vision, hear, sense of smell, sense of taste, sense of touch, finger dexterity

Environmental Conditions
Hot, cold, humid, wet, mechanical hazards, sharp cutting tools

Special Conditions
Quality of meat cut

Work Group
Small group

Standard Training Period
30 days

Standard Amount of Direct Supervision
Minimal

Assistant Meat Cutter	Slow Learner

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job

Writing Tasks
- Copy accurately

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Report accurately what others have said

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment
- Operate machine(s)
- Operate job-related power tool(s)

Special Considerations for This Worker

Limitations
- Reading, spelling, mathematics

Special Training
- None

Job Accommodations
- Supervisor provided closer supervision during the initial training period.
- Another store worker takes orders over the phone.
- Supervisor put drawings of correct techniques and types of cuts on meat cutting machine.

Personal Strengths
- Ability to work with others and take orders
- Outgoing in talking and working with the public
- Knowing the tools and equipment used.

Financial Incentives for Hiring
- When employee was in work-study program, received On-the-Job Training wage subsidy.

Associate Chaplain and Supervisor of Clinical Pastoral Education

Paralysis of Left Arm and Partial Weakness of Right Arm (Polio)

Company Information

Company Name
Saint Luke's Hospital
11311 Shaker Blvd.
Cleveland, OH 44104

Description of Company
Hospital/Medical service

Number of Employees
1600 this site

For more information, contact
Shelly Hartsook Bergstrom
Associate Chaplain
(216) 368-7282

Requirements of This Job

Academic Credentials Required
Bachelor's degree
Master's degree
Certification by Association for Clinical Pastoral Education Inc.
Denominational endorsement

Work Experience Required
Parish ministry, 3 years

Examinations Required
Physical

Other Job Requirements
On call

Job Information

Wages
$15.41 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
8:30 a.m. to 5:00 p.m.

Work Setting
Office, hospital

Probationary Period
None

Employment History
2.5 years with company
2.5 years in this position

Narrative Description
As associate chaplain and supervisor of Clinical Pastoral Education my major responsibilities are: to provide emotional/spiritual support to patients, families and staff; to provide pastoral counseling; to establish and direct educational programs for pastors, seminarians, and certain selected lay persons within the hospital setting.

Physical Demands
50% sedentary, 50% light work

Physical Activities Performed
Sit, turn, see, stand

Environmental Conditions
Odors, disease exposure

Special Conditions
High level of stress
24 hour on call, year round

Work Group
Works alone, one-to-one, and in small and large groups

Standard Amount of Direct Supervision
None

Associate Chaplain and Supervisor of Clinical Pastoral Education	Paralysis of Left Arm and Partial Weakness of Right Arm (Polio)

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop departmental policies
- Implement departmental policies
- Recruit, hire, and terminate students
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors
- Lead worship services

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/ solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Calculate costs
- Prepare budgets

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups
- Be able to stay calm in trauma situations

Manual Perceptual Tasks
- None

Other Significant Duties or Job Features
- Important to be able to cope effectively with stress

Special Considerations for This Worker

Limitations
Carrying, lifting, reaching, pushing, pulling

Special Training
None

Job Accommodations
None

Personal Strengths
Excellent communication skills
Leadership/managerial skills
Emotional and physical stamina
Ability to cope with stress

Financial Incentives for Hiring
None

Other Factors
Secretarial support

Special Considerations for This Worker

Limitations

Lifting, carrying, standing, walking, kneeling, squatting

Special Training

None

Job Accommodations

Company provides access to building from executive parking lot which is covered and next to the building.

Company installed terminal and modem in home as an experiment so that employee could work at home one day a week.

Coworker provides evacuation assistance in the event of an emergency, as individual is ambulatory but with limitations and does use a wheelchair.

Personal Strengths

Job knowledge
Communication skills
Analytical skills

Financial Incentives for Hiring

None

Other Factors

An employer who is willing to work with the individual and accommodate the person's handicap.

Automation Coordinator

Quadriplegia

Company Information

Company Name
Boeing Vertol Company
P.O. Box 16858
Philadelphia, PA 19142

Description of Company
Heavy manufacturing
Airplanes and helicopters

Number of Employees
15,000 total company
4,000 this site

For more information, contact
Susan Maurey
Senior Employment Specialist
(215) 665-5080

Requirements of This Job

Academic Credentials Required
Master's degree

Work Experience Required
Transportation
Quality Control

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$2300 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
3 months

Employment History
4 months with company
4 months in this position

Narrative Description
Uses a computer to access information in compiling reports for the use of the decision makers. These reports advise the decision makers on the most time efficient and cost effective means to manufacture their products.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see

Environmental Conditions
None

Special Conditions
High level of stress

Work Group
Small group

Standard Training Period
90 days

Standard Amount of Direct Supervision
Minimal

Special Considerations for This Worker

Limitations

Lifting, carrying, standing, walking, kneeling, squatting

Special Training

None

Job Accommodations

Company provides access to building from executive parking lot which is covered and next to the building.

Company installed terminal and modem in home as an experiment so that employee could work at home one day a week.

Coworker provides evacuation assistance in the event of an emergency, as individual is ambulatory but with limitations and does use a wheelchair.

Personal Strengths

Job knowledge
Communication skills
Analytical skills

Financial Incentives for Hiring

None

Other Factors

An employer who is willing to work with the individual and accommodate the person's handicap.

Automation Coordinator

Quadriplegia

Company Information

Company Name
Boeing Vertol Company
P.O. Box 16858
Philadelphia, PA 19142

Description of Company
Heavy manufacturing
Airplanes and helicopters

Number of Employees
15,000 total company
4,000 this site

For more information, contact
Susan Maurey
Senior Employment Specialist
(215) 665-5080

Requirements of This Job

Academic Credentials Required
Master's degree

Work Experience Required
Transportation
Quality Control

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$2300 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
3 months

Employment History
4 months with company
4 months in this position

Narrative Description
Uses a computer to access information in compiling reports for the use of the decision makers. These reports advise the decision makers on the most time efficient and cost effective means to manufacture their products.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see

Environmental Conditions
None

Special Conditions
High level of stress

Work Group
Small group

Standard Training Period
90 days

Standard Amount of Direct Supervision
Minimal

Automation Coordinator	Quadriplegia

Significant Duties

Leadership/Administrative/Managerial
- Represent the company at internal functions

Problem Solving/Reasoning Tasks
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/ solutions
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers

Mathematical Tasks
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas
- Prepare budgets

Writing Tasks
- Organize, select, and relate ideas in writing
- Produce intelligible written documents

Reading Tasks
- Read technical information

Communication Tasks
- Listen
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Effectively present information to groups

Manual Perceptual Tasks
- Use keyboard skills

Special Considerations for This Worker

Limitations
- Carrying, lifting, reaching, grasping, handling, fingering, pushing, pulling, balancing, standing, walking, climbing, kneeling, squatting, bending, mobility (uses an electric wheelchair)

Special Training
- None

Job Accommodations
- Raised desk that was too small for wheelchair
- Family member provides personal assistance and drives accessible van
- Delaware Valley Projects with Industry facilitated the interviews and provided standard 60-day followup to insure employer and employee are mutually satisfied.

Personal Strengths
- Motivation, intelligence, perseverance
- Extensive work experience with Army transportation before disability
- Charming personality, makes others comfortable with his disability

Financial Incentives for Hiring
- None

Other Factors
- The employer recognized this person's abilities to perform the job and wanted to hire him because he could make a contribution to the company, therefore they were willing to make any accomodations needed.

Banquet Set-Up Person

Developmental Disability

Company Information

Company Name
MHM Company
Wilkinson Enterprises, dba
Capital Plaza Hotel
405 Wilkinson Boulevard
Frankfort, KY 40601

Description of Company
Hotel (lodging, food, banquets, meetings)

Number of Employees
180-200 this site
(operates 60 hotels)

For more information, contact
Chris Fox, General Manager
(502) 227-5100

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 16 minimum
Uniform/Dress code
On call

Job Information

Wages
$3.40 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
Rotating shifts

Work Setting
Hotel

Probationary Period
None

Employment History
6 months with company
6 months in this position

Narrative Description
Make sure banquet and meeting facilities are clean, arrange seating according to specifications, cater to needs of guests, have refreshments ready at designated time, rearrange and clean area for next meeting and/or banquet.

Physical Demands
50% sedentary, 50% medium work

Physical Activities Performed
Push, pull, reach, climb, balance, stoop, kneel, crouch, turn, see, hear

Environmental Conditions
None

Special Conditions
None

Work Group
Works alone and in small group

Standard Training Period
3 days

Standard Amount of Direct Supervision
Moderate

Banquet Set-Up Person	Developmental Disability

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
None

Computer Tasks
None

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
None

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Stay on the topic in job-related conversations

Manual Perceptual Tasks
None

Special Considerations for This Worker

Limitations
Reading, writing, remembering, following spoken directions, following written directions

Special Training
Supervisor provided additional initial training time and closer supervision. Employee entered permanent employment upon completion of the special training.

Job Accommodations
Capital Work Experience, who placed the individual with us, and we have hired several of their participants, gives support and follow up as a routine procedure. If we should need their staff to assist with a situation, we call, and they are here as quickly as possible.

Personal Strengths
Attendance
Appearance
Desire to work

Financial Incentives for Hiring
Youth Try-Out Employment monies for first 250 hours of employment.

Other Factors
Find an agency who is dedicated to job training and placement of individuals with handicapping conditions, and a business will receive some of the finest employees they have ever put on their payroll.

Clerk

Mental Retardation

Company Information

Company Name
Eau Claire County Department
of Human Services
202 Eau Claire St.
Eau Claire, WI 54703

Description of Company
Social Services
Human Services

Number of Employees
96 total company

For more information, contact
Judith S. Hodgson
Social Work Supervisor
(715) 833-1977

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 18 or older

Job Information

Wages
$3.25 per hour

Benefits
Worker's compensation
Unemployment compensation
Medical insurance when one-year
Social Security waiver
expires.

Work Schedule
Permanent
3 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
30 days

Employment History
6 months with company
6 months in this position

Narrative Description
Clerk position within clerical support unit of a large human services agency. Responsible for various tasks such as photocopying, collating, paper shredding, sorting, paper cutting, and some courier services.

Physical Demands
80% sedentary, 20% light work

Physical Activities Performed
Reach, balance, stoop, crouch, sit, turn, see, color vision, depth perception, sense of touch, finger dexterity

Environmental Conditions
Noise, cramped quarters

Special Conditions
None

Work Group
Works alone

Standard Training Period
30 days

Standard Amount of Direct Supervision
Maximal

Clerk	Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Correct deficiencies

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate machine(s)

Special Considerations for This Worker

Limitations
- Cannot work alone, reading, writing, spelling, math, speaking, following written directions

Special Training
- She is unable to read, so job coach and supervisor use adaptive signs/symbols

Job Accommodations
- Needs more supervision at the beginning of a new task.
- Job coaching provided by University of Wisconsin-Stout, Vocational Rehabilitation student.
- Problem solving with social worker from hospital staff.
- Financial counseling by hospital staff.

Personal Strengths
- Work speed
- Time management
- Amount of work produced

Financial Incentives for Hiring
- None

Clerk I

Arthritis

Company Information

Company Name
Uniroyal Tire Co.
P.O. Box 127
Eau Claire, WI 54702

Description of Company
Tire manufacturing

Number of Employees
1605 this site

For more information, contact
Rudy Pahl
Specification Supervisor
(715) 836-6275

Requirements of This Job

Academic Credentials Required
High School diploma

Work Experience Required
None

Examinations Required
Physical
Hearing
Vision

Other Job Requirements
Union membership

Job Information

Wages
$1905.08 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Office, delivers specifications to factory

Probationary Period
30 days

Employment History
1.5 years with company
11 months in this position

Narrative Description
Employee makes changes, proofreads, delivers specifications into factory and files within the department and factory.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, stoop, crouch, sit, turn, see

Environmental Conditions
Hot, cold, humid, dry, dirt, odors, noise (These only apply when delivering into factory.)

Special Conditions
Precision/quality

Work Group
Small group

Standard Training Period
5 days

Standard Amount of Direct Supervision
Minimal

Clerk I	Arthritis

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Conduct work activities in appropriate sequence
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- None

Mathematical Tasks
- Count
- Handle basic calculations (+,-,x,/)

Writing Tasks
- Copy accurately
- Identify and correct errors in writing

Reading Tasks
- Read simple directions

Communication Tasks
- Listen
- Talk

Manual Perceptual Tasks
- Hand work
- Use keyboard skills

Special Considerations for This Worker

Limitations
- Feeling/sensory

Special Training
- None

Job Accommodations
- None

Personal Strengths
- Tries hard
- Performs work assigned
- Requires minimal amount of supervision

Financial Incentives for Hiring
- Targeted Jobs Tax Credit and on-the-job training wage subsidy

Computer Lab Assistant

Visual Impairment (Partial)

Company Information

Company Name
North Central Technical Institute
1000 Campus Dr.
Wausau, WI 54401

Description of Company
Postsecondary vocational technical education

Number of Employees
400 total company
300 this site

For more information, contact
Joe Mielczarck, Coordinator
(715) 675-3331 #231

Requirements of This Job

Academic Credentials Required
Associate degree

Work Experience Required
Computer programmer, 1 year

Examinations Required
Physical, hearing, vision

Other Job Requirements
None

Job Information

Wages
$6.05 per hour

Benefits
Paid sick days
Worker's compensation
Unemployment compensation

Work Schedule
Permanent
5 days a week, 4.5 hours a day
11:30 a.m. to 3:45 p.m.

Work Setting
School classroom

Probationary Period
None

Employment History
2 years with company
1 year in this position

Narrative Description
As lab assistant the person must be available to students to answer questions regarding programming PC computer with various programs, (example Lotus 1,2,3, PFS write, etc.)

Physical Demands
100% sedentary

Physical Activities Performed
Stoop, sit, see, finger dexterity, hear

Environmental Conditions
None

Special Conditions
None

Work Group
One-to-one, and in small and large groups

Standard Training Period
20 hours

Standard Amount of Direct Supervision
Minimal

Computer Lab Assistant	Visual Impairment (Partial)

Significant Duties

Leadership/Administrative/Managerial
- Specify goals and work tasks of others

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Obtain resources needed to carry out work
- Collect and organize information
- Identify alternative approaches/ solutions
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs
- Perform systems analysis

Mathematical Tasks
- None

Writing Tasks
- Write legibly

Reading Tasks
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly

Manual Perceptual Tasks
- Tend machine(s)
- Operate machine(s)
- Set up machine(s)
- Use keyboard skills

Special Considerations for This Worker

Limitations
- Partial loss of vision

Special Training
- School personnel provided job coaching in the use of voice synthesizer with computer

Job Accommodations
- Speech synthesizer ($1000)
- Computer hardware ($1000)
- Job placement through North Central Technology Institute's special placement coordinator
- Counseling by NCTI staff

Personal Strengths
- Ability to speak
- Ability to listen
- Ability to follow directions

Financial Incentives for Hiring
- None

Other Factors
- Call in a specialist with the blind or other handicapped. There are many technical devices available to choose from for the environment.

Computer Scientist

Spinal Muscular Atrophy

Company Information

Company Name
Department of the Navy
David W. Taylor Naval Ship Research and Development Center
Headquarters
Bethesda, MD 20084-5000

Description of Company
Professional/Managerial
Government - Navy

Number of Employees
Approximately 2,000 this site

For more information, contact
Julie Wessel, Computer Scientist
(301) 227-1428

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$16.21 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Medical insurance
Life insurance
Federal retirement

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Office

Probationary Period
1 year

Employment History
5.5 years with company
5.5 years in this position

Narrative Description
Systems analyst - manage the operating systems of 3 large mainframes. Plan software improvements as well as trouble shoot existing software problems.

Physical Demands
95% sedentary, 5% light work

Physical Activities Performed
Push, pull, reach, sit, see, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
Minimal

Computer Scientist	Spinal Muscular Atrophy

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Specify goals and work tasks of others
- Supervise personnel

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/ solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Write programs
- Perform systems analysis

Mathematical Tasks
- None

Writing Tasks
- Complete forms accurately
- Organize, select, and relate ideas in writing
- Produce intelligible written documents

Reading Tasks
- Read technical information

Communication Tasks
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Operate computer terminal

Special Considerations for This Worker

Limitations
- Carrying, lifting, reaching, grasping, limited stamina, standing, walking, climbing, kneeling, squatting, bending

Special Training
- None

Job Accommodations
- Existing wheelchair lift adapted for self-operation by wheelchair user (estimated cost $300)
- Electric door to building and strings on interior door (est. $1,000)
- Ask co-worker's help with lifting heavy books, computer listings, mounting tapes, diskpacks, etc.

Personal Strengths
- High motivation; works on a problem until it's solved
- Does not use handicap as an excuse for avoiding work
- Pays attention to details

Financial Incentives for Hiring
- None

Consumer Aide

Cerebral Palsy

Company Information

Company Name
Stepping Stones
1720 Adeline
Oakland, CA 94607

Description of Company
Boat-cleaning business
Janitorial and grounds business
Rehabilitation facility

Number of Employees
45 total company

For more information, contact
Marge Watson, Program Developer
(415) 834-3990

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Depends on skills

Examinations Required
Swimming

Other Job Requirements
18 years or older
Dress code

Job Information

Wages
$4.00 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days

Work Schedule
Permanent
5 days a week, 6 hours a day
8:30 a.m. to 2:30 p.m.

Work Setting
Harbors, waterways

Probationary Period
3 months

Employment History
1.5 years with company
6 months in this position

Narrative Description
Boatcleaning inside and out; detailing - varnish, oil, wood trim, wax and buff hull; assist new workers one-on-one; responsible for supplies, equipment.

Physical Demands
80% light work

Physical Activities Performed
Reach, climb, balance, stoop, kneel, crouch, see, depth perception, finger dexterity

Environmental Conditions
Hot, cold, wet, cramped quarters, some chemicals, solvents

Special Conditions
Precision/quality

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
30 days

Standard Amount of Direct Supervision
Moderate

Consumer Aide	Cerebral Palsy

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Role model for other workers

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Identify alternative approaches/ solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Understand order
- Understand concepts of greather than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Make and use measurements
- Use formulas

Writing Tasks
- Complete forms accurately
- Write sentences in standard English

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Hand work
- Use job-specific hand tools and equipment

Other Significant Duties or Job Features
- Instruct other handicapped workers

Special Considerations for This Worker

Limitations
- Grasping with one hand, limited stamina, walking (partially)

Special Training
- Supervisor taught worker how to maintain balance while getting on and off the boat

Job Accommodations
- Stepping Stones provided job search workshops, job placement counseling by case worker and counseling by job developer.
- Supervisor monitored to inhibit worker's tendency to pick on others.

Personal Strengths
- Knowledge of materials, supplies, boat maintenance
- Getting along with supervisor
- Teaching trainees in crew

Financial Incentives for Hiring
- Grant from Dept. of Rehabilitation

Other Factors
- Willing to take time for the person to learn the routine

Counselor

Learning Disability

Company Information

Company Name
Center for Disabled Student Services
160 Olpin Union Building
University of Utah
Salt Lake City, UT 84112

Description of Company
Provides support services and insures access to programs and courses for students with physical or learning disabilities who are seeking post-secondary degrees.

Number of Employees
12 total company
6 this site

For more information, contact
Olga Nadeau, Coordinator
(801) 581-5020

Requirements of This Job

Academic Credentials Required
Bachelor's degree, Master's degree

Work Experience Required
Work with people in counseling capacity (1 year minimum)

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$4.00 per hour

Benefits
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Permanent
3 days a week, 10-15 hours a week
Flexible hours

Work Setting
Office

Probationary Period
3 months

Employment History
9 months with company
9 months in this position

Narrative Description
Counselor works with students who have a learning disability to provide appropriate services, act as an advocate for the student, assist with some personal problems that may occur or make referrals to appropriate on or off campus resources.

Physical Demands
80% sedentary, 15% light work, 5% medium work

Physical Activities Performed
Sit, see, hear, finger dexterity

Environmental Conditions
Cramped quarters

Special Conditions
None

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
2 days

Standard Amount of Direct Supervision
Moderate

Counselor	Learning Disability

Significant Duties

Leadership/Administrative/Managerial
- Implement company policies
- Represent the company at internal functions
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Estimate quantities needed to do a job

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination

Special Considerations for This Worker

Limitations

Reading, writing, spelling, remembering, following written directions

Special Training

Supervisor provided repetition of information to insure understanding once or twice.

Printed material reworded for better understanding; taped information for referral by employee.

Job Accommodations

Fewer demands on caseload and paperwork, flexible schedule, and additional time with supervisor are used to reduce stress and workload.

Personal Strengths

Good communication skills

Has good understanding of the population working with

Works well with others, especially students that are counseled

Financial Incentives for Hiring

None

Other Factors

Important factors include: works well with others; patient and understanding of the needs of the LD student; good attitude about the disability. Employer needs to adapt the environment to accommodate the employee's limitations in terms of learning and retaining information.

Dark Room Technician

Blindness

Company Information

Company Name
Alexian Brothers Medical Center
800 W. Biesterfield Road
Elk Grove Village, IL 60007

Description of Company
Medical center

Number of Employees
1872 total company
1872 this site

For more information, contact
Teresa Cieslicki
Special Projects Coordinator
(312) 981-3574

Requirements of This Job

Academic Credentials Required
GED or high school diploma

Work Experience Required
Went through training program prior to employment

Examinations Required
Physical

Other Job Requirements
Age 16 or older

Job Information

Wages
$7.35 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
7:15 a.m. to 3:00 p.m.

Work Setting
X-ray department - dark room

Probationary Period
6 months

Employment History
6 years with company
6 years in this position

Narrative Description
Identification of film by type, correct position, etc. Developing of diagnostic and x-ray films. Proper stocking of film. Fast-moving pace, at times very stressful with no room for error.

Physical Demands
20% sedentary, 80% light work

Physical Activities Performed
Push, pull, reach, stoop, sit, turn, hear, sense of smell, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
High level of stress at times

Work Group
Works alone

Standard Training Period
6 months

Standard Amount of Direct Supervision
None

Dark Room Technician	Blindness

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Identify alternative approaches or solutions
- Evaluate for accuracy and completeness
- Correct deficiencies
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Estimate quantities needed to do a job

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Report accurately what others have said
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Hand work
- Use job-specific hand tools and equipment
- Operate machine(s)

Special Considerations for This Worker

Limitations
- Vision, following written directions

Special Training
- Chicago Lighthouse for the Blind provided special training for supervisor.

Job Accommodations
- Doesn't take lunch or breaks, works 7.5 hours, per employee request.
- Implemented on all patient identification cards a punching hole in the upper right hand corner, per employee's request, to differentiate proper stamping of ID card.
- Employee works Monday through Friday. Job requires every other weekend. Exception is made since employee takes 5 buses to get here and there is limited bus transportation on Saturday.

Personal Strengths
- Dependability
- Ambition
- Dedication

Financial Incentives for Hiring
- None

Other Factors
- Chicago Lighthouse for the Blind training program was very beneficial.

Deputy, Space Science Division

Paraplegia

Company Information

Company Name
National Aeronautics and Space Administration
Ames Research Center
Moffett Field, CA 94035

Description of Company
Aerospace Research

Number of Employees
22,316 total company
2,159 this site

For more information, contact
Rae Myers, Management
Personnel Specialist
(415) 694-5615

Requirements of This Job

Academic Credentials Required
Bachelor's degree required
Master's degree preferred

Work Experience Required
Technical (engineering, science), 3 years. Managerial, 3 years.

Examinations Required
Physical

Other Job Requirements
None

Job Information

Wages
$5000 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
None

Employment History
23 years with company
2 years in this position

Narrative Description
Management of the technological aspects of a division of 76 scientists, engineers, technicians and support people. Includes planning, policy setting and directing.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, turn, see, finger dexterity

Environmental Conditions
None

Special Conditions
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
90 days

Standard Amount of Direct Supervision
None

Deputy, Space Science Division	Paraplegia

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs
- Perform systems analysis

Mathematical Tasks
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Hand work
- Operate machine(s)
- Use keyboard skills
- Develop visual presentations

Special Considerations for This Worker

Limitations
Standing, walking, climbing, kneeling, squatting

Special Training
None

Job Accommodations
Wheelchair access to facility needed.
Employer installed ramps, widened bathroom stalls and installed hand bars.

Personal Strengths
Strong technical background
Management skills - working with people
Communication skills

Financial Incentives for Hiring
None

Other Factors
Showing/training employers that don't recognize that persons with handicaps can perform.

Director - Office for Persons with Physical Disabilities

Spinal Cord Quadriplegia

Company Information

Company Name
Wisconsin Department of
Health and Social Services
1 W. Wilson, #434
Madison, WI 53707-7851

Description of Company
Professional/Managerial
Delivery of human services

Number of Employees
900 this site

For more information, contact
Dan Johnson, Director
Office for Persons with Physical
Disabilities
(608) 267-9582

Requirements of This Job

Academic Credentials Required
Master's degree
or work experience

Work Experience Required
5 years management, delivery of
human services

Examinations Required
Only if health insurance is not
secured on day of employment

Other Job Requirements
Civil service exam

Job Information

Wages
Salaried

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance
Disability income
Deferred compensation

Work Schedule
Permanent
5 days a week, 9 hours a day
7:45 a.m. to 4:45 p.m.

Work Setting
Office

Probationary Period
1 year

Employment History
4.5 years with company
4.5 years in this position

Narrative Description
Responsible for policy and programs for human services for physically disabled. Administer state policies thru county social services department and Independent Living Center. Provide training and technical assistance.

Physical Demands
100% sedentary

Environmental Conditions
None

Physical Activities Performed
Sit

Special Conditions
High level of stress

Work Group
Works alone, one-to-one, and in
small and large groups

Standard Training Period
2,080 hours

Standard Amount of Direct Supervision
Minimal

Director - Office for Persons with Physical Disabilities

Spinal Cord Quadriplegia

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policy
- Implement company policies
- Recruit, hire, and terminate
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/ solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Access data from computers

Mathematical Tasks
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Develop visual presentations

Special Considerations for This Worker

Limitations
- Carrying. lifting, reaching, grasping, handling, fingering, pushing, pulling, feeling/sensory, balancing, standing, walking, climbing, kneeling, squatting

Special Training
- None

Job Accommodations
- Attendant provides assistance ($7.00 per hour paid by employee).
- Employee provides speaker phone and tape recorder ($25.00 per month) and a special height desk to accommodate wheelchair ($1500).
- State of Wisconsin, Department of Administration provided modified van, and Department of Health and Social Services contributes to the replacement of this vehicle through double mileage reimbursement.

Personal Strengths
- Personal experiences with a disability
- Communications
- Analytical abilities

Financial Incentives for Hiring
- None

Other Factors
- Accessible building

Educational Director

Learning Disability

Company Information

Company Name
New Way School
P.O. Box 1481
Scottsdale, AR 85252

Description of Company
Private school for children with learning disabilities and under-achievers. Developmental and remedial program designed to return them to mainstream education in 1-3 years, functioning at grade level and in good emotional health.

Number of Employees
17 this site

For more information, contact
Evelyn Wiseman, Educational Director
(602) 946-9112

Requirements of This Job

Academic Credentials Required
Master's degree, state teacher's certificate

Work Experience Required
Educational background, teaching experience

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
Information not provided

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Life insurance
Credit union
(Medical insurance is available if employee pays for it)

Work Schedule
Permanent
5 days a week, 7 hours a day
8:30 a.m. to 4:00 p.m.

Work Setting
School

Probationary Period
None

Employment History
18 years with company
18 years in this position

Narrative Description
Develop, coordinate, and implement educational program. Supervise development of curriculum and delivery of instruction. Counsel teachers, staff, students, and parents. Organize evaluation system and instructional delivery system. Schedule classes, plan and deliver inservices. Interview prospective students and their parents.

Physical Demands
50% sedentary, 50% light work

Physical Activities Performed
Push, pull, run, stoop, kneel, crouch, sit, turn, see, color vision, depth perception, hear, senses of smell and touch, finger dexterity

Environmental Conditions
Work inside and outside

Special Conditions
High level of stress

Work Group
Works alone, one-to-one, small group, large group

Standard Training Period
2-3 months

Standard Amount of Direct Supervision
None

Educational Director

Learning Disability

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Work with test data (pupil assessments, IQ tests)

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups
- Public relations speaking, meetings, image

Manual Perceptual Tasks
- Operate machine(s)
- Develop visual presentations

Special Considerations for This Worker

Limitations

Spelling, handwriting, slow processing, remembering (short-term), following spoken directions (when distracted)

Special Training

None

Job Accommodations

Schedule can be flexible when individual is not at peak proficiency.
Secretary interprets handwriting and spelling.
Staff assists with time schedule.

Personal Strengths

Ability to relate to and deal with people
Ability to stick with a situation and see it through to the end
Ability to solve problems and compensate for disabilities

Financial Incentives for Hiring

None

Electroplater

Emotional Disturbance

Company Information

Company Name
Bearskin Company, Inc.
P.O. Box 1025
Monroe, NC 28110

Description of Company
Light manufacturing and metal finishing services

Number of Employees
7 total company
7 this site

For more information, contact
Lawson M. Huntley
(704) 283-1025

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None, if they have recently had a physical

Other Job Requirements
Non-smoker

Job Information

Wages
$5.25 per hour

Benefits
Paid vacation
Paid holidays
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance
Performance Bonuses

Work Schedule
Permanent
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Electroplating facility

Probationary Period
4 weeks

Employment History
Approximately 2 years with company
Approximately 2 years in this position but employee has much more responsibility in the same position.

Narrative Description
Employee is responsible for loading/unloading trucks, preparing metal parts and systematically "racking" them in a proper manner prior to electroplating. Paper work associated with purchase orders and shipping, quality control and electroplating.

Physical Demands
40% sedentary
50% light work
10% medium work

Physical Activities Performed
Push, pull, reach, stoop, kneel, see, finger dexterity

Environmental Conditions
None

Special Conditions
Precision/quality

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
60 days

Standard Amount of Direct Supervision
Moderate

Electroplater	Emotional Disturbance

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quantity of materials
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Make and use measurements

Writing Tasks
- Complete forms accurately

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Tend machines
- Operate machine(s)
- Set up machine(s)
- Operate job-related power tool(s)

Other Significant Duties or Job Features
- None

Special Considerations for This Worker

Limitations
- We were quite pleased to discover that the employee essentially had no limitations.

Special Training
- None

Job Accommodations
- Job placement and post-employment follow-up by rehabilitation facility.

Personal Strengths
- Employee is loyal
- Employee works well with others
- Employee is a very willing worker

Financial Incentives for Hiring
- On-the-job-training wage subsidy

Other Factors
- Perhaps make other employees aware that an individual is being hired that may require special considerations and possibly some additional patience.

Executive Director

Paraplegia

Company Information

Company Name
Wisconsin Agri-Business Council, Inc.
1400 E. Washington Ave, Suite 185
Madison, WI 53703-3041

Description of Company
Agriculture/Business Information

Number of Employees
3.5 total company
3.5 this site

For more information, contact
Russel Weisensel, Executive Director
(608) 255-7976

Requirements of This Job

Academic Credentials Required
Experience

Work Experience Required
Knowledge of Wisconsin government
Public relations skills

Examinations Required
None

Other Job Requirements
Driver's license
Bondable

Job Information

Wages
$2500 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent
5-6 days a week
9:00 a.m. to ? (quite a few evening meetings)

Work Setting
Office

Probationary Period
3 months

Employment History
15 years with company
15 years in this position

Narrative Description
Organize and manage time and information in a manner which will be of greatest value to association members and this entire industry.

Physical Demands
93% sedentary, 5% light work, 2% medium work

Physical Activities Performed
See, sense of touch, finger dexterity, hearing

Environmental Conditions
Normal office

Special Conditions
High level of stress
Heavy work load

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
6 months

Standard Amount of Direct Supervision
None

Executive Director	Paraplegia

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity and quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/ solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None currently, but will be soon

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks
- Write legibly
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Read technical information and digest

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Operate machine(s)
- Use keyboard skills
- Develop visual presentations

Other Significant Duties or Job Features
- Public relations ability

Special Considerations for This Worker

Limitations

Carrying, lifting, pushing, reaching, pulling, feeling/sensory, standing, walking, climbing, kneeling, squatting, bending

Special Training

None

Job Accommodations

Rearrange furniture for more space to accomodate wheelchair.

Ramp provided by employee for access into old office building (1971 - 1984).

Bathroom was also not accessible at that site.

Personal Strengths

Ability to work with people

Background

Financial Incentives for Hiring

None

Other Factors

Van with lift and phone in auto would help, but are not in place yet. An employee also should be willing to contribute to building adaptations in order to be employed!

Fiscal Clerk III

Right Cerebral Hemiplegia

Company Information

Company Name
The Vocational Studies Center
University of Wisconsin
964 Educational Sciences Bldg.
1025 W. Johnson St.
Madison, WI 53706

Description of Company
Education
Research and development in vocational education

Number of Employees
50 total company
50 this site

For more information, contact
Dr. Roger Lambert
Associate Director
(608) 263-2704

Requirements of This Job

Academic Credentials Required
Associate degree

Work Experience Required
None

Examinations Required
Physical

Other Job Requirements
Civil service exam

Job Information

Wages
$8.246 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
7:45 a.m. to 4:15 p.m.

Work Setting
Office

Probationary Period
6 months

Employment History
10+ years with company
10+ years in this position

Narrative Description
Generate and maintain and record ledger accounts for 40 projects. Prepare, compile, check and tabulate budget amounts for financial reports. Trace and respond to financial discrepancies with sources. Review grant application budgets for accuracy. Fiscal Management duties. Procure office supplies.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, sit, turn, see, finger dexterity

Environmental Conditions
Noise, radiant energy

Special Conditions
Precision/quality
High level of stress

Work Group
Works alone and one-to-one

Standard Training Period
3 weeks

Standard Amount of Direct Supervision
Minimal

Fiscal Clerk III	Right Cerebral Hemiplegia

Significant Duties

Leadership/Administrative/Managerial
- Implement company policies
- Recruit, hire, and terminate personnel

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Analyze and synthesize information
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- Enter data into computers
- Access data from computers

Mathematical Tasks
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Give clear oral instructions and directions

Manual Perceptual Tasks
- Operate machine(s)
- Use keyboard skills

Special Considerations for This Worker

Limitations
- Carrying, lifting, grasping, handling, balancing, walking, climbing, kneeling, squatting

Special Training
- None

Job Accommodations
- Installed telephone speaker amplifier system to allow writing of message when answering telephone ($65)

Personal Strengths
- Diligence
- Accuracy
- Job skills in area of work

Financial Incentives for Hiring
- None

Food Service Helper

Emotional Disturbance
Speech and Language Disorder
(Cleft Lip/Palate)

Company Information

Company Name
Madison Metropolitan School District
LaFollette High School
702 Pflaum Rd.
Madison, WI 53716

Description of Company
Education

Number of Employees
3,500 total company
175 this site

For more information, contact
Shirley Winters
Food Service Supervisor
(608) 222-0641

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 16 at least

Job Information

Wages
$3.35 per hour

Benefits
None

Work Schedule
Temporary
5 days a week, 2 hours a day
11:00 a.m. to 1:00 p.m.

Work Setting
Kitchen

Probationary Period
None

Employment History
3 months with company
3 months in this position

Narrative Description
Worker scrapes and sorts used dishes, rinses, loads conveyor trays, places in conveyor-type dishwasher; cleans cafeteria tables; cleans large utensils; runs disposer (industrial); and other duties as assigned.

Physical Demands
25% light work, 75% medium work

Physical Activities Performed
Push, pull, reach, turn, see, depth perception, sense of smell, finger dexterity

Environmental Conditions
Hot, humid, wet, odors, noise, mechanical hazards, cramped quarters

Special Conditions
High rate of production
Distracting conditions

Work Group
Works alone and in small group

Standard Training Period
1 day

Standard Amount of Direct Supervision
Maximal

Food Service Helper	Emotional Disturbance Speech and Language Disorder Cleft Lip/Palate

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials
- Review progress periodically

Computer Tasks
- None

Mathematical Tasks
- None

Writing Tasks
- None

Reading Tasks
- None

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar

Manual Perceptual Tasks
- Hand work
- Use job-specific hand tools and equipment
- Tend machine(s)
- Set up machine(s)
- Operate job-specific power tool(s)

Special Considerations for This Worker

Limitations
- Cannot work in a group (sometimes), remembering, speaking, following spoken directions, following written directions
- Unable to control emotions consistently

Special Training
- Extended coaching daily by job coach from school staff for the first week. (including problem solving strategies)

Job Accommodations
- Requires monitoring of production by food service staff less frequently now
- Requires periodic post-employment support from special education staff
- Requires regular feedback to father

Personal Strengths
- Desire to be productive
- Desire to earn money
- Response to attention/praise

Financial Incentives for Hiring
- None

General Animal Control Care Taker

Mild Mental Retardation

Company Information

Company Name
City of Espanola
P.O. Box 37
Espanola, NM 87532

Description of Company
City of Espanola, Public Safety Department, Animal Control Division

Number of Employees
130 total company
5 this site

For more information, contact
Richard Guillen, Chief of Police
(505) 753-2377

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Handling, feeding and watering animals preferred

Examinations Required
None

Other Job Requirements
Age 16 minimum

Job Information

Wages
$3.35 per hour

Benefits
FICA
Worker's compensation

Work Schedule
Temporary
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office and animal control and shelter areas

Probationary Period
6 months

Employment History
3 months with company
3 months in this position

Narrative Description
Feeds and waters animals; cleans animal cages and pens; some receptionist tasks - answers phone, receives people; assists in putting animals to sleep; keeps records of animals received, sold, neutered, spayed, put to sleep, etc.; keeps inventory of animal food and custodial supplies.

Physical Demands
65% sedentary, 30% light work, 5% medium work

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, crawl, sit, turn, see, hear, sense of smell, sense of touch, finger dexterity

Environmental Conditions
Odors, noise, animal bite and scratch hazards

Special Conditions
None

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
Moderate to maximal

General Animal Control Care Taker	Mild Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
- Limited to directing visitors

Problem Solving/Reasoning Tasks
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Make and use measurements

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment

Special Considerations for This Worker

Limitations
- Reading, writing, spelling, mathematics, standing, walking (due to weak ankles)

Special Training
- Mastery of 6 basic goals predicated upon the pre-designed job description.
- Co-worker and supervisor provided daily and weekly counseling regarding achievement of established goals and skills with assistance of job developer's counseling.
- Basically daily co-worker guidance, weekly performance evaluation and counseling, and monthly staff assessments of performance, followed by counseling sessions that address all "NEEDED IMPROVEMENT" areas.

Job Accommodations
- None

Personal Strengths
- Readiness, willingness and ability
- Liking for animals
- Deep desire to earn own living

Financial Incentives for Hiring
- Las Cumbres Learning Services received Department of Vocational Rehabilitation funding to provide On-the-Job Training support service to the trainee during the entire On-the-Job Training period as needed.

Horticultural Worker

Specific Learning Disability in Language Processing and Math

Company Information

Company Name
Orchard of Lafayette
4010 Mt. Diablo Blvd.
Lafayette, CA 94549

Description of Company
Nursery retail sales

Number of Employees
30 total company
30 this site

For more information, contact
Tom Courtright, Owner
(415) 284-4474

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Over 15 years of age

Job Information

Wages
$3.35 per hour

Benefits
None

Work Schedule
Permanent
4-5 days a week, 5-6 hours a day
1:00 p.m. to 5:00 p.m.
Rotating shifts (more time on weekends)

Work Setting
Outdoors

Probationary Period
None

Employment History
2 months with company
2 months in this position

Narrative Description
Digs, packs and prepares soil (cold frame and hot beds) for planting, waters, keeps plants neat; ties bunches, wraps and packs flowers; carries plants to cars.

Physical Demands
100% medium work

Physical Activities Performed
Push, pull, reach, run, climb, stoop, kneel, crouch, crawl, sit, turn, see, color vision, sense of smell, sense of touch, finger dexterity

Environmental Conditions
Hot, cold, wet, dirt, mechanical hazards, moving objects

Special Conditions
None

Work Group
Works alone mainly and sometimes in small group

Standard Training Period
120 hours

Standard Amount of Direct Supervision
Minimal

Horticultural Worker	Specific Learning Disability in Language Processing and Math

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Estimate quantities needed to do a job

Writing Tasks
- Copy accurately

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Stay on the topic in job-related conversations

Manual Perceptual Tasks
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate job-related power tool(s)

Special Considerations for This Worker

Limitations
- Exaggerated enthusiasm (hyperactivity), remembering, reading, writing, spelling, mathematics

Special Training
- None

Job Accommodations
- Teacher requested that job project teacher and job developer provide career education and daily support.
- TRI-SELPAS (Three District Special Education Local Plan Areas) Job Project for special education placement talked to employer about the learning disability and provides post-employment follow-up, but there have been no problems regarding the learning disability.
- Very supportive family pushed him into working.

Personal Strengths
- Punctuality, regular attendance, personal appearance, ability to get along with co-workers, completing work, ability to ask questions, ability to follow directions

Financial Incentives for Hiring
- Job Training Partnership Act reimbursed 50% of wages
- Targeted Jobs Tax Credit

Other Factors
- Understanding that this youth with a specific learning disability from a special day class has strengths and potential and not underestimating the youth.

Job Developer

Alcoholism and Cardiovascular Disability (Triple By-Pass)

Company Information

Company Name
Mainstream, Inc. Project LINK
2121 San Jacinto, Suite 855
Dallas, TX 75201

Description of Company
Private, non-profit service
Free employment service for disabled persons

Number of Employees
13 total company
4 this site

For more information, contact
Larry Underwood, Regional Manager
(214) 969-0118

Requirements of This Job

Academic Credentials Required
GED, High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Driver's license
Own vehicle

Job Information

Wages
$1500 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent
5 days a week, 7 hours a day
8:30 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
90 days

Employment History
3 years with company
3 months in this position

Narrative Description
Responsible for identifying businesses to contact regarding how LINK can assist them with their employment needs; solicits job leads on regular basis; monitors the type, location, etc. of jobs needed by the Job Placement Coordinator's clients.

Physical Demands
100% sedentary

Physical Activities Performed
Speech due to phone work, public speaking, etc.

Environmental Conditions
None

Special Conditions
High level of stress

Work Group
Small group

Standard Training Period
90 days

Standard Amount of Direct Supervision
Minimal

Job Developer	Alcoholism and Cardiovascular Disability (Triple By-Pass)

Significant Duties

Leadership/Administrative/Managerial
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/ solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers

Mathematical Tasks
- Count

Writing Tasks
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents

Reading Tasks
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Use keyboard skills

Special Considerations for This Worker

Limitations
- Carrying, lifting, pushing, pulling, limited stamina, climbing

Special Training
- None

Job Accommodations
- The "leave" policy of our company was inadequate for 3 month absence (triple by-pass surgery). Special consideration was made due to this employee's value to the company.
- When calling on customers in buildings that require climbing stairs, worker goes with a partner.

Personal Strengths
- Listening skills - hearing what clients are/aren't saying
- Teamwork skills - helping meet needs of other staff
- Organizational skills - organizing and time management.

Financial Incentives for Hiring
- None

Other Factors
- Being aware that one's ability can over-compensate for one's disability. It is the same process of hiring the most qualified person for a job...any job...that counts. Businesses want to hire the qualified.

Kitchen Helper

Mild Mental Retardation, Dyslexia and Motor Control

Company Information

Company Name
Achievement House, Inc.
P.O. Box 3060
San Luis Obispo, CA 93406

Description of Company
Providing work activity (habilitation) services to 90 developmentally disabled adults. Work activities include food service, clerical, crafts, janitorial, woodworking, assembly, nursery and landscaping.

Number of Employees
90 this company
7 this site (7 employees work in a kitchen and motor control located in the Caltrans (State transportation) building in downtown S.L.O.

For more information, contact
Tom Nichols, Client Program Planner
(805) 543-9383

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
Physical

Other Job Requirements
Age 16 minimum

Job Information

Wages
$1.40 per hour - set by training agency

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation

Work Schedule
Seasonal
3 days a week, 7 hours a day
8:00 a.m. to 3:30 p.m.

Work Setting
Kitchen located in state employee's building. Training site operated by Achievement House, Inc.

Probationary Period
None

Employment History
4 months with company
4 months in this position

Narrative Description
Preparing and cooking: using grill, making salads, making sandwiches. Wiping tables, sweeping and mopping floors, washing dishes; using cash register, stocking food items.

Physical Demands
20% light work, 80% medium work

Physical Activities Performed
Reach, stoop, sit, turn, see, depth perception, hear, sense of smell, sense of taste, sense of touch, finger dexterity

Environmental Conditions
Wet floors, odors, noise, mechanical hazards (meat cutter), burns (hot stove)

Special Conditions
Need for cleaniness

Work Group
Small group

Standard Training Period
3 to 6 months

Standard Amount of Direct Supervision
Moderate

Kitchen Helper	Mild Mental Retardation, Dyslexia and Motor Control

Significant Duties

Leadership/Administrative/Managerial
- Follow instructions

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- None

Mathematical Tasks
- Count
- Use numerical values from charts, diagrams, tables
- Operate cash register and make change

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs
- Read food labels

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Operate kitchen machine(s)
- Make sandwiches, etc.

Special Considerations for This Worker

Limitations
- Interactions with coworkers, reading, writing, spelling, mathematics, cannot work alone, speaking, following written directions

Special Training
- Supervisor provided daily verbal instruction and demonstration at the beginning. Goal at this work site is to prepare the handicapped worker to enter permanent, unsubsidized employment.

Job Accommodations
- Counselor provides weekly follow-up visits; supervisor provides job development.
- Coworkers provided frequent help and advice for about the first month.
- Supervisor instructed worker regarding grooming and cleanliness (approximately one hour per week to begin).
- Achievement House provides city bus pass ($35.00 per month).
- Group counseling helps with job adjustment through role playing.
- Supervisor and coworkers adjusted to speech problem (lack of clarity).

Personal Strengths
- Motivation, speed (productivity) and endurance.

Financial Incentives for Hiring
- Daily rate for habilitation services ($12.82 per day)

Kitchen Supervisor

Developmental Disability

Company Information

Company Name
Jewish Vocational Service
1339 North Milwaukee St.
Milwaukee, WI 53202

Description of Company
Vocational Rehabilitation for developmentally disabled, mentally ill, older adults, immigrants and persons requiring career guidance.

Number of Employees
210 total company
180 this site

For more information, contact
Norman M. Gerber, Executive Director
(414) 272-1344

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
Physical

Other Job Requirements
Age 18 minimum

Job Information

Wages
$1333.33 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
5:00 a.m. to 2:00 p.m.

Work Setting
Kitchen in a factory

Probationary Period
6 months

Employment History
4 years with company
3 years in this position

Narrative Description
Draw food stores according to menu cycle, prepare food for cooking, package cooked food.

Physical Demands
10% sedentary, 90% light work

Physical Activities Performed
Push, pull, reach, climb, stoop, crouch, see, color vision, hear, sense of smell, sense of taste, sense of touch

Environmental Conditions
Hot, humid, dirt, odors, noise, vibration, mechanical hazards, moving objects, burns

Special Conditions
High rate of production
Precision/quality
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
1 month

Standard Amount of Direct Supervision
Moderate

Kitchen Supervisor	Developmental Disability

Significant Duties

Leadership/Administrative/Managerial
- Implement company policies

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Evaluate for accuracy and completeness

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Estimate quantities needed to do a job
- Use numerical values from charts, diagrams, tables
- Make and use measurements

Writing Tasks
- Write legibly
- Complete forms accurately

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Report accurately what others have said

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)

Special Considerations for This Worker

Limitations
- Acceptance of supervision

Special Training
- Supervisor provided daily training for one month consisting of task repetitions.

Job Accommodations
- Company assisted employee in securing housing ($500).
- Health insurance secured by enrolling in company plan.

Personal Strengths
- Attendance
- High frustration tolerance
- Loyalty, honesty, hard-working

Financial Incentives for Hiring
- None

Laborer

Autism, Mental Retardation

Company Information

Company Name
Garden World, Inc.
Jericho Turnpike
Woodbury, NY 11797

Description of Company
Retail sales of gardening supplies

Number of Employees
150 total company
12-25 this site

For more information, contact
Janet Ufheil, Vocational Trainer
(516) 921-7650

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
At least 16 years of age

Job Information

Wages
$3.35 per hour

Benefits
None

Work Schedule
Permanent
2 days a week, 1.5 hours a day
10:00 a.m. to 11:30 a.m.

Work Setting
Retail store

Probationary Period
None

Employment History
8 months with company
8 months in this position

Narrative Description
Employee rotates stock, dusts older goods, prices newer goods, sweeps floors, and cleans occasionally.

Physical Demands
100% light work

Physical Activities Performed
Reach, kneel, crouch, see, finger dexterity

Environmental Conditions
Greenhouse setting

Special Conditions
None

Work Group
Small group

Standard Training Period
None

Standard Amount of Direct Supervision
Maximal

Laborer	Autism, Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions

Manual Perceptual Tasks
- Hand work
- Use job-specific hand tools and equipment

Other Significant Duties or Job Features
- Match new items to items already on shelf.

Special Considerations for This Worker

Limitations
- Cannot work alone, reading, writing, spelling, mathematics, speaking, following written directions

Special Training
- Vocational trainer from Project READDY performed detailed task analysis and provides ongoing one-on-one training program.

Job Accommodations
- School provides bus transportation.
- Job placement provided by Project READDY.
- Vocational trainer provides ongoing one-on-one instruction.

Personal Strengths
- Performs repetitive job tasks willingly
- Works without socializing
- Greets people in a friendly manner

Financial Incentives for Hiring
- Targeted Job Tax Credit

Other Factors
- Supportive employment (systematic program of training and followup over an extended period of time).

Laborer

Mental Retardation

Company Information

Company Name
TLK Industrial, Inc.
902 Ogden Ave.
Superior, WI 54880

Description of Company
Wholesale sales
Scrap metal, rags, paper products

Number of Employees
8 total company
8 this site

For more information, contact
Paul Yochum, Regional Director
(608) 231-1468

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3.35 per hour

Benefits
Paid holidays
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Permanent
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Factory

Probationary Period
60 days

Employment History
8 months with company
8 months in this position

Narrative Description
Make boxes with stapler machine. Pack rags in boxes - varying sizes, 10, 15, 25 lb. - using scale. Occasionally disassemble small machine parts for scrap iron. Load and weigh carts with material - use of floor scale. Sweep floor and pick up lunch room debris.

Physical Demands
100% light work

Physical Activities Performed
Push, pull, reach, stoop, kneel, turn, see, finger dexterity, weight perception (for packing)

Environmental Conditions
None

Special Conditions
None

Work Group
Small group

Standard Training Period
Two days

Standard Amount of Direct Supervision
Moderate

Laborer	Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Evaluate for accuracy and completeness
- Summarize and draw conclusions

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Estimate quantities needed to do a job
- Make and use measurements

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversation

Manual Perceptual Tasks
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate job-specific equipment

Special Considerations for This Worker

Limitations

Reaching, fingering, balancing (slight), cannot work alone, reading, writing, spelling, math, remembering (can remember if job coached thoroughly; job is repetitious), following spoken directions, following written directions

Special Training

Longer training period required

Job Accommodations

Client would occasionally fall behind in work or act angry when told to do something. Explained to client how everyone had to accept criticism if not doing job.

Supervisor was a positive hard-working person who encouraged client, gave pep talks and was straight forward enough to to say "that's the way it is."

Post-employment follow-up and job coaching by Association for Retarded Citizens On-the-Job Project.

Parents were kept informed of clients progress or lack of. They kept pointing out to client benefits of job - money, adult responsibilities. Client lived at home and did not have to provide for himself.

For incentive, ARC counselor helped client find a security apartment for handicapped. The client wants to keep apartment and knows that to do that he needs to be at work every day.

Client had previous job through same program but missed too much work and was fired. In job now held, client is at work every day and family is helping with budget skills.

Personal Strengths

Good Attendance
Ability to distinguish weight difference
Motivated to go to work to support himself

Financial Incentives for Hiring

Targeted Job Tax Credit wage subsidy

Other Factors

Having a positive supervisor who worked (so as not to give impression that work didn't need to be done). Job must be defined and repetitious.

Landscape Laborer

Deafness

Company Information

Company Name
Tidewater Nurseries, Inc.
523 Oyster Point Road
Newport News, VA 23602

Description of Company
Landscape nursery trees, shrubs, chemical and landscape services.

Number of Employees
40 total company
9 this site

For more information, contact
Victor D. Kane, President
(804) 877-7494

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 16 minimum
Dress code
Should be in good physical shape

Job Information

Wages
$3.35 per hour

Benefits
Paid vacation
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Permanent
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Residential and commercial

Probationary Period
30 days

Employment History
2 months with company
2 months in this position

Narrative Description
Planting trees and shrubs, raking, installing mulch, cleaning up area, loading and unloading trucks.

Physical Demands
70% sedentary, 20% medium work, 10% heavy work

Physical Activities Performed
Push, pull, stoop, crouch, turn, see,

Environmental Conditions
Hot, cold, humid, wet, dirt, moving objects

Special Conditions
None

Work Group
Small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
Moderate

Landscape Laborer	Deafness

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Identify alternative approaches or solutions
- Correct deficiencies
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Communicate with supervisor

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment

Special Considerations for This Worker

Limitations
- Interactions with coworkers, reading, writing, spelling, mathematics, hearing, speaking, following spoken directions, following written directions

Special Training
- Supervisor and interpreter provided training on communications and work procedures on a continual basis.

Job Accommodations
- An interpreter is used 2 hours per week for communication on the job.

Personal Strengths
- Physical strength
- Desire to work and do a good job
- Ability and desire to learn simple procedures

Financial Incentives for Hiring
- On-the-Job Training wage subsidy

Library Aide

Learning Disability

Company Information

Company Name
United States Air Force
Langley Air Force Base Library
Langley Air Force Base, VA 23665-5725

Description of Company
A general library on a headquarters Air Force Base.

Number of Employees
13,000 total company
20 this site

For more information, contact
David A. L. Smith, Base Librarian
(804) 764-2906

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Library and/or clerical preferred

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$4.45 per hour

Benefits
None

Work Schedule
Permanent
5 days a week, 4 hours a day
10:00 a.m. to 2:00 p.m.

Work Setting
Administrative office

Probationary Period
None

Employment History
6 months with company

Narrative Description
Employee works as a library page - places new newspapers and magazines in reading racks, files back copies of papers/magazines, adds security strips to newspapers/magazines, works in "technical services" to process new books, shelves books and straightens shelves.

Physical Demands
90% light work, 10% medium work

Physical Activities Performed
Push, pull, reach, run, stoop, kneel, see, color vision, depth perception, hear, finger dexterity

Environmental Conditions
None

Special Conditions
Precision/quality

Work Group
Large group

Standard Training Period
40 hours

Standard Amount of Direct Supervision
Moderate

Library Aide	Learning Disability

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)

Writing Tasks
- Copy accurately
- Write legibly

Reading Tasks
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment
- Operate machine(s)

Special Considerations for This Worker

Limitations
- Acceptance of supervision, interactions with coworkers, following spoken directions

Special Training
- Library Supervisor monitored over a six week period

Job Accommodations
- Library Supervisor works closely with this employee.

Personal Strengths
- Persistent
- Diligent
- Hard-working
- Reliable

Financial Incentives for Hiring
- None

Other Factors
- Understanding and patience on part of fellow employees.

Lumber Handler

Mental Retardation

Company Information

Company Name
American Canadian Distribution Center
404 S. 52nd Ave., West
Duluth, MN 44806

Description of Company
Lumber yard - recycle dunnage

Number of Employees
14 this company
14 this site

For more information, contact
Kristin Kern, Job Developer
(715) 392-8399

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Warm clothes, steel toed boots

Job Information

Wages
$3.35 per hour

Benefits (after 5 months)
Paid holidays
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Permanent
5 days a week, 6 1/2 hours a day
8:00 a.m. to 3:00 p.m.

Work Setting
lumber yard

Probationary Period
3 months

Employment History
6 months with company
6 months in this position

Narrative Description
Pulls nails from dunnage and stacks dunnage. Cuts bands into small strips and bands lumber.

Physical Demands
Lifts up to 10 pounds of wood 20% of the time; lifts 20 lbs., carries 10 lbs. maximum, and walks 80% of the time.

Physical Activities Performed
Push, pull, reach, balance, kneel, turn, see, depth perception, hear, finger dexterity

Environmental Conditions
Hot, cold, humid, dry, wet, dust, dirt (outside work)

Special Conditions
None

Work Group
Small group

Standard Training Period
One day

Standard Amount of Direct Supervision
Moderate

Lumber Handler	Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain equipment needed to carry out work

Computer Tasks
- None

Mathematical Tasks
- Understand order (e.g., first, second, last)

Writing Tasks
- None

Reading Tasks
- None

Communication Tasks
- Listen to directions

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Use job-specific hand tools and equipment
- Operate banding machine

Special Considerations for This Worker

Limitations
- Slow learner, reading, writing, spelling, mathematics, eye-hand coordination

Special Training
- Not special, just a longer training period - two days

Job Accommodations
- Association of Retarded Citizens provided job coaching for 1-1/2 days and a few follow-up visits

Personal Strengths
- Good work ethic
- Responsible for getting to work on time
- Takes direction from supervisors well

Financial Incentives for Hiring
- Targeted Job Tax Credit
- Association for Retarded Citizens provided on-the-job training wage subsidy (50% of first 160 working hours and 25% of second 160 working hours) and job coaching

Other Factors
- Make sure the individual is strong and doesn't mind working outside.

Machine Cleaner

Mental Retardation (Moderate Level)

Company Information

Company Name
Chocolate House
4121 South 35th St.
Milwaukee, WI 53221

Description of Company
Wholesale sales
Chocolate products

Number of Employees
60 permanent employees plus seasonal workers as needed

For more information, contact
Allen McVie
Vice-President Operations
(414) 281-7800

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Some exposure to machinery

Examinations Required
None

Other Job Requirements
Uniform

Job Information

Wages
$3.50 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance

Work Schedule
Permanent status
5 days a week, 6.5 hours day
7:00 a.m. to 2:00 p.m.

Work Setting
Factory

Probationary Period
6 weeks

Employment History
5 months with company
5 months in this position

Narrative Description
Identify and clean machines when needed (wiping off chocolate, caramel, marshmallow, etc.), cleaning candy trays from machines

Physical Demands
50% light, 50% medium

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, sit, turn, see, finger dexterity

Environmental Conditions
None

Special Conditions
Precision/quality

Work Group
Works alone

Standard Training Period
7 days

Standard Amount of Direct Supervision
Moderate

Machine Cleaner	Mental Retardation (Moderate Level)

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials

Computer Tasks
- None

Mathematical Tasks
- Understand order (e.g., first, second, last)
- Estimate quantities needed to do a job

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions

Manual Perceptual Tasks
- Hand work
- Tend machines

Special Considerations for This Worker

Limitations
- Reading, writing, spelling, mathematics, remembering, following spoken directions, following written directions

Special Training
- More direct one-to-one supervision by supervisor for two weeks.
- Company recognized completion of special training with permanent employment.

Job Accommodations
- Because verbal directions are not always understood, supervisor demonstrates.
- Assistance in job application process provided by Association for Retarded Citizens On-the-Job Training Project.
- ARC also made job follow-up visits, but no coaching was needed.

Personal Strengths
- Motivation
- Industry
- Determination

Financial Incentives for Hiring
- Targeted Jobs Tax Credit

Other Factors
- Job coaching or additional job site supervision during the time job is being mastered

Machine Operator

Deafness (Congenital)

Company Information

Company Name
Innovative Concepts, Inc.
735 W. 25th
Idaho Falls, ID 83402

Description of Company
Light manufacturing
Plastic molded products, primarily storage units for computer accessories

Number of Employees
170 total company
150 this site

For more information, contact
Martha Sherman
Projects With Industry Coordinator
(208) 524-1550

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
Dexterity - needs to be at least average in range

Other Job Requirements
High dexterity

Job Information

Wages
$5.06 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance
Bonus/profit sharing depending on company conditions

Work Schedule
Permanent
5 days a week, 7.5 hours a day
4:00 p.m. to 12:00 a.m.

Work Setting
Factory

Probationary Period
90 days

Employment History
1 year, 8 months with company

Narrative Description
Monitors machine operation for accuracy of production and for functional problems; performs secondary operations on molded parts, some packaging and/or boxing of parts. Performs quality-assurance check on each part as it is produced.

Physical Demands
20% sedentary, 40% light work, 40% medium work

Physical Activities Performed
Push, pull, reach, stoop, sit, turn, see, color vision, depth perception, sense of touch, finger dexterity, standing

Environmental Conditions
Dust, noise, mechanical hazards, moving objects, burns, sharp knives

Special Conditions
High rate of production
Precision/quality
High level of stress

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
15 to 25 days

Standard Amount of Direct Supervision
Moderate

Machine Operator	Deafness (Congenital)

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities (to some extent)
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials
- Quality Assurance Checks

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job

Writing Tasks
- Write legibly (his questions about written directions)
- Identify contents of boxes being packed and sealed - check marks and numbers

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Use appropriate job-related vocabulary
- Lipreading
- Sign language
- Simple written instructions to follow
- Motions to follow

Manual Perceptual Tasks
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)

Special Considerations for This Worker

Limitations
- Total loss of hearing, reading (about second-grade level), writing, spelling math, hearing, speaking

Special Training
- Interpreter attended classroom training and signed to client (one week).
- Applicant then received first notice of job openings

Job Accommodations
- Notebook and pencil with him at all times.
- Person knowing sign language on same shift.
- Follow-up provided for 60 days, but there were no problems

Personal Strengths
- Learns very quickly and does very accurate, good quality work
- Adaptable and flexible in working and communication situations
- Pleasant personality

Financial Incentives for Hiring
- Targeted Jobs Tax Credit

Other Factors
- Development of primarily visual teaching methods, i.e., decrease reliance on oral instruction.
- Elementary instruction in sign language.

Mail Clerk

Epilepsy

Company Information

Company Name
U.S. Post Office
4th and Iowa
Hayward, WI 54843

Description of Company
Communication
Collection and delivery of mail

Number of Employees
740,000 total company
28 this site

For more information, contact
Jerry Lorentz, Postmaster
(715) 634-4161

Requirements of This Job

Academic Credentials Required
High school diploma or GED

Work Experience Required
None

Examinations Required
Physical
Hearing
Vision

Other Job Requirements
Age 18 or older
On call
Dress code
Civil Service exam
Scheme knowledge

Job Information

Wages
$11.55 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
Medical insurance
Life insurance
Worker's Compensation

Work Schedule
Permanent status
6 days a week
6 hours a day
5:30 a.m. to 11:30 a.m.

Work Setting
Office

Probationary Period
90 days

Employment History
2 years with company
2 years in this position

Narrative Description
Employee has to develop a steady eye-hand coordination, also the ability to study and remember schemes, along with the ability to work with others.

Physical Demands
30% sedentary, 45% light work, 20% medium work, 5% heavy (lift and carry 70 lbs. 10 to 15 feet occasionally)

Physical Activities Performed
Push, pull, reach, stoop, crouch, sit, turn, see, color vision, depth perception, sense of touch, finger dexterity

Environmental Conditions
Dust, noise, eye strain

Special Conditions
Precision/quality
High level of stress

Work Group
Works alone, one-to-one, and in small group

Standard Training Period
40 hours

Standard Amount of Direct Supervision
Minimal to moderate

Mail Clerk	Epilepsy

Significant Duties

Leadership/Administrative/Managerial
- Implement company policies

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Identify alternative approaches/ solutions
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing

Reading Tasks
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Report accurately what others have said
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Hand work
- Operate machine(s)

Other Significant Duties or Job Features
- Has to have a good memory

Special Considerations for This Worker

Limitations
- Balancing

Special Training
- None

Job Accommodations
- None

Personal Strengths
- Mild manner
- Prompt and on time
- Doesn't call in sick
- Keeps at job until done

Financial Incentives for Hiring
- None

Manufacturing Operator in Packaging and Assembly

Turner's Syndrome - 4'2" tall

Company Information

Company Name
Innovative Concepts, Inc.
735 W. 25th
Idaho Falls, ID 83402

Description of Company
Light manufacturing; plastic molded products, primarily storage units for computer accessories

Number of Employees
170 total company
150 this site

For more information, contact
Martha Sherman
Projects With Industry Coordinator
(208) 524-1550

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
Dexterity needs to be at least average in range

Other Job Requirements
High dexterity

Job Information

Wages
$4.96 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance
Bonuses/profit sharing depending on company condition

Work Schedule
Permanent
5 days a week, 7.5 hours a day
8:00 a.m. to 4:00 p.m.

Work Setting
Factory

Probationary Period
90 days

Employment History
1 year, 10 months with company
1 year, 10 months in this position

Narrative Description
Check plastic molded parts and products for quality assurance while assembling them and add necessary accessories; make boxes; package and box items; work on shrink wrapping, hot stamping, and heat staking machines.

Physical Demands
10% sedentary, 40% light work, 50% medium work

Physical Activities Performed
Push, pull, reach, turn, see, stand color vision, depth perception, sense of touch, finger dexterity,

Environmental Conditions
Dust, noise, mechanical hazards, moving objects, burns, sharp knives

Special Conditions
High rate of production, precision/ quality, high level of stress

Work Group
Works alone and in small group

Standard Training Period
15 to 25 days

Standard Amount of Direct Supervision
Minimal

Manufacturing Operator in Packaging and Assembly

Turner's Syndrome - 4'2" tall

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Recognize the effects of changing quantity or quality of materials
- Quality assurance checks

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order
- Understand concepts of greater than and less than
- Estimate quantities needed to do a job

Writing Tasks
- Write legibly
- Identify contents of boxes being packed and sealed (check marks and numbers)

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Use appropriate job-related vocabulary
- Report accurately what others have said

Manual Perceptual Tasks
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate machine(s)
- Set up machine(s)

Special Considerations for This Worker

Limitations
- Carrying, lifting, reaching (very short) reading, writing, spelling, math, following written directions

Special Training
- None

Job Accommodations
- Because unable to pile boxes one on top of another above a certain height, worker changes places with another worker at this time.
- Platform to raise worker to reach assembly table.
- Lowered first-aid box on wall because worker was not able to reach some things.
- Follow-up for 60 days; no problems.

Personal Strengths
- Hard worker - does everything required and asked, works until finished
- Quality of work - always accurate, thorough job
- Friendly and appealing personality - well liked by co-workers and supervisors

Financial Incentives for Hiring
- Targeted Jobs Tax Credit

Other Factors
- Accomodations for short stature to allow her to reach work station and necessary items. Very limited requirements for reading and writing.

Material Handler

Learning Disability

Company Information

Company Name
Lamar Manufacturing, Inc.
1111 Air Park Road, P.O. Box 1248
Rhinelander, WI 54501

Description of Company
Mill work - specialize in wood mouldings and paneling.

Number of Employees
10 total company (start up company; full production will employ 50)
10 this site

For more information, contact
Lavern A. Marquardt, President
(715) 369-1999

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3.75 per hour

Benefits
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Seasonal
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Factory

Probationary Period
30 days

Employment History
New company

Narrative Description
Moving lumber, boxes, pallets etc. from place to place.

Physical Demands
10% sedentary, 40% light work, 30% medium work, 20% heavy work

Physical Activities Performed
Push, pull, reach, stoop, kneel, turn, see, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Hot, cold, noise, mechanical hazards, moving objects

Special Conditions
Distracting conditions

Work Group
Small group

Standard Training Period
120 hours

Standard Amount of Direct Supervision
Moderate

Material Handler	Learning Disability

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
None

Computer Tasks
None

Mathematical Tasks
Count
Understand order (e.g., first, second, last)

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs
Read simple directions

Communication Tasks
Listen
Follow intent of oral directions
Talk

Manual Perceptual Tasks
Eye-hand coordination
Hand work

Special Considerations for This Worker

Limitations
Hyperactive, cannot work in a group, reading, writing, spelling, mathematics, following spoken directions

Special Training
None

Job Accommodations
Co-worker provides guidance and direction.
Co-workers repeat instructions to help employee retain them.

Personal Strengths
Willingness to work
Willingness to learn
Good-natured

Financial Incentives for Hiring
Division of Vocational Rehabilitation, work experience, On-the-Job Training

Medical Transcriptionist

Visual Impairment (Partial)

Company Information

Company Name
Alexian Brothers Medical Center
800 West Biesterfield Road
Elk Grove Village, IL 60007

Description of Company
Medical Center

Number of Employees
1872 total company
1872 this site

For more information, contact
Teresa Cieslicki
Special Projects Coordinator
(312) 981-3574

Requirements of This Job

Academic Credentials Required
High school diploma
Medical terminology and transcription

Work Experience Required
Preferred medical transcription (1 year)

Examinations Required
Chest x-ray, lab work

Other Job Requirements
Standard office attire

Job Information

Wages
$6.22 per hour with possible future eligibility for base salary incentive program (base plus number of lines/characters)

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent
8 hours a day, 3 days a week
8:30 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
6 months

Employment History
15 months with company
15 months in this position

Narrative Description
Transcribes medical dictation (histories and physicals, consultations, operative reports, discharge summaries of patients) for approximately 400 staff physicians. Transcribes medical reports dictated by diagnostic departments (EKG's, pathology reports, etc.).

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see, hear, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
High rate of production
Precision/quality

Work Group
Works alone

Standard Training Period
6 months

Standard Amount of Direct Supervision
Moderate

Medical Transcriptionist	Visual Impairment (Partial)

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Correct deficiencies

Computer Tasks
Perform word processing

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
None

Communication Tasks
Listen
Follow intent of oral directions
Talk
Speak clearly
Use appropriate vocabulary and grammar
Report accurately what others have said

Manual Perceptual Tasks
Operate machine(s)
Use keyboard skills

Special Considerations for This Worker

Limitations
Vision, following written directions, cannot copy type, cannot proof own work, cannot work alone.

Special Training
Longer period at trainee level (10 months). Daily verbal review of new terminology by supervisor of the medical transcriptionist staff.
Employer provided special glossaries.
At completion of training, employee receives promotion from trainee level to experienced transcriptionist level.

Job Accommodations
Employer provided permanent desk assignment and arrangement and cabinet for storing Braille dictionaries ($200).
Supervisor proofreads work, resolves phone problems, keeps log of work done by this employee and assigns to another worker dictation that depends on requisition forms for patient data (5 hours per week $65.00).
Coworkers work more often because this worker cannot work alone and cannot rotate weekends or holidays.
Family provides transportation.

Personal Strengths
Good transcription (medical) and typing skills
Above average intelligence and concentration
Very industrious

Financial Incentives for Hiring
None

Member - Cleaning Crew

Mental Retardation

Company Information

Company Name
At Your Service Professional
Janitorial Contractor, Inc.
P.O. Box 23115
Milwaukee, WI 53223

Description of Company
Janitorial Service
Commercial and residential

Number of Employees
5 total company
5 this site

For more information, contact
Roxanne M. Benson, President
(414) 354-1400

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Driver's license, own vehicle, uniform, on call

Job Information

Wages
$4.50, 4.75, 5.25 per hour, depending on type of work

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Christmas bonus

Work Schedule
Permanent
5-6 days a week
3-8 hours a day
Rotating shifts

Work Setting
Office, home, store, factory, apartment, etc.

Probationary Period
60 days
(All employees have this)

Employment History
2 years, 2 months with company
6 months in this position (lead man)

Narrative Description
Called upon to maintain small office buildings (works alone) - also to help on jobs, such as carpet cleaning, floor stripping, or other projects in both commerical and residential bookings.

Physical Demands
100% medium work

Physical Activities Performed
Push, pull, reach, climb, stoop, kneel, crouch, crawl, sit, turn, see, depth perception, finger dexterity

Environmental Conditions
Hot, cold, wet, dust, dirt, odors, cramped quarters, high places (only 8 ft. ladder)

Special Conditions
Precision/quality
High level of stress

Work Group
Works alone, one-to-one, small group

Standard Training Period
60 days

Standard Amount of Direct Supervision
Maximal

Member - Cleaning Crew	Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
- Implement company policies
- Specify goals and work tasks of others

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Identify alternative approaches/ solutions

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Make and use measurements

Writing Tasks
- Write legibly

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Report accurately what others have said
- Give clear oral instructions and directions

Manual Perceptual Tasks
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate machine(s)
- Set up machine(s)

Other Significant Duties or Job Features
- Knowledge of equipment and minor adjustments

Special Considerations for This Worker

Limitations
- Handling
- Spelling
- Mathematics
- Remembering
- Following spoken directions

Special Training
- Longer and closer training and supervision

Job Accommodations
- Develop work check lists and supervise more closely to help worker learn each job according to specifications and contract.
- Job placement and follow-up through the Association of Retarded Citizens On-the-Job Training Job Development Staff.

Personal Strengths
- Dependability-good attendance record
- Good working attitude
- Good customer relationship

Financial Incentives for Hiring
- On-the-job reimbursement for wages

Messenger

Mental Handicap

Company Information

Company Name
Piper, Jaffray and Hopwood
222 South 9th Street
Minneapolis, MN 55402

Description of Company
Investment securities - sell financial services to the public - member New York Stock Exchange.

Number of Employees
1500 total company
650 this site

For more information, contact
Earl L. Johnson
Senior Vice President
(612) 342-6076

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Waitressing/busing preferred (4 months)

Examinations Required
None

Other Job Requirements
Dress code

Job Information

Wages
$900 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent
5 days a week, 7.5 hours a day
8:15 a.m. to 4:45 p.m.

Work Setting
Office (mail room is part of total office setting)

Probationary Period
6 months

Employment History
1 month with company
1 month in this position

Narrative Description
Responsible for delivering messages, packages, etc. from employing company to other companies in downtown Minneapolis. When not delivering, employee inserts letters, puts labels on envelopes and performs routine mail services.

Physical Demands
15% sedentary, 85% medium work

Physical Activities Performed
Climb, sit, turn, see, color vision, hear, finger dexterity, walk

Environmental Conditions
High places

Special Conditions
Great deal of walking

Work Group
Works alone and in small group

Standard Training Period
16 hours

Standard Amount of Direct Supervision
Moderate

Messenger	Mental Handicap

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Identify alternative approaches or solutions

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Read and understand maps and direction

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work

Special Considerations for This Worker

Limitations
- Sensitive as to how employee is supervised, following spoken directions, reading, writing, spelling, mathematics

Special Training
- Job coach from Vocational/technical school provided 1 week additional training to learn job routine and company locations. Special map of downtown Minneapolis and specified key locations was developed.

Job Accommodations
- School work experience coordinator to provide periodic checks on progress.
- Staff support needed to monitor mail route and work routine.
- Special training provided to learn public bus transportation.
- Monitoring individual transition plan by staff member.

Personal Strengths
- Diligent, hard-working, responsible
- Dresses well
- Highly personable and enthusiastic

Financial Incentives for Hiring
- Targeted Jobs Tax Credit

Other Factors
- Attitude of supervisor and excellent job coaching.
- Cooperative attitude on part of supervisor.

Music Director Grades K-8

Blindness

Company Information

Company Name
Mazon-Verona-Kinsman CUD #2
1007 North St.
Mazon, IL 60444

Description of Company
Education, primary and intermediate

Number of Employees
48 total company
22 this site

For more information, contact
William Murray, Superintendent
(815) 448-2200

Requirements of This Job

Academic Credentials Required
Bachelor's degree
Certificate (Limited Special Teaching K-12)

Work Experience Required
None

Examinations Required
Teaching certificate

Other Job Requirements
None

Job Information

Wages
$1833.33 per month

Benefits
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent
5 days a week, 7.5 hours a day
8:00 a.m. to 3:30 p.m.

Work Setting
School

Probationary Period
None

Employment History
21 years with company
21 years in this position

Narrative Description
Teach general music classes grades K-5. At the junior high school, direct the band and chorus as well as giving private and class instrumental music instruction. Also handle curriculum, scheduling, and budget.

Physical Demands
35% sedentary, 35% light, 20% medium, 10% heavy

Physical Activities Performed
Sit, sense of touch, finger dexterity, sense of hearing

Environmental Conditions
None

Special Conditions
High level of stress

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
None

Standard Amount of Direct Supervision
Minimal

Music Director Grades K-8	Blindness

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Represent the company at external functions
- Report to a board of directors
- Public relations and performances

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/ solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Prepare budgets

Writing Tasks
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate machine(s)
- Use keyboard skills
- Develop visual presentations
- Use all types of recording & musical equipment

Other Significant Duties or Job Features
- Teach approximately 400 students

Special Considerations for This Worker

Limitations
Total loss of vision

Special Training
None

Job Accommodations
Braille and Tapes

Personal Strengths
Knowledge of subject
Communication skills
Determination and leadership

Financial Incentives for Hiring
None

Other Factors
Contact National Association of Blind Educators, National Federation of the Blind, 1800 Johnson Street, Baltimore, MD 21230.

Packager

Borderline Mental Retardation Anxiety Problems (Psychosomatic Nature) Back Impairment

Company Information

Company Name
Lancaster Machinery Company/
Custom Packaging Company
715 Fountain Avenue
Lancaster, PA 17601

Description of Company
Custom packaging of Black & Decker accessories and other products.

Number of Employees
224 total company
115 this site

For more information, contact
Mary Lou Richards, Personnel Manager
(717) 393-5831

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Production preferred

Examinations Required
None

Other Job Requirements
Age 18 minimum

Job Information

Wages
$4.10 per hour

Benefits
Paid vacation
Paid holidays
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent
4 days a week, 10 hours a day
6:30 a.m. to 5:00 p.m.

Work Setting
Factory

Probationary Period
None

Employment History
10 months with company
10 months in this position

Narrative Description
Depending on jobs being run, there are three types of jobs: 1) packaging: making boxes, filling them, labelling, and packing; 2) machine feeding: placing parts at appropriate location, on moving line; 3) benchwork: assembling kits, assembling accessories, placing parts into pouches. May be done on conveyor belt.

Physical Demands
25% sedentary, 75% light work

Physical Activities Performed
Push, pull, reach, stoop, sit, turn, see, color vision, depth perception, hear, sense of smell, sense of touch, finger dexterity

Environmental Conditions
Hot, dust, noise, moving objects

Special Conditions
Precision/quality

Work Group
Small group

Standard Training Period
3 months

Standard Amount of Direct Supervision
Minimal

Packager	Borderline Mental Retardation Anxiety Problems (Psychosomatic Nature) Back Impairment

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Handle basic calculations (+,-,x,/)

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)
- Operate job-related power tool(s)

Special Considerations for This Worker

Limitations

Low frustration tolerance, acceptance of supervision, interactions with co-workers, psychosomatic conditions come with stress, reading, writing, spelling, mathematics, lifting, carrying, kneeling, squatting, trouble functioning where work piles up, following written directions, allergies

Special Training

Individual training on a daily basis for 1 week by job trainer from Goodwill. Training and followup services were gradually decreased until employee entered permanent employment and a wage increase.

Job Accommodations

The employee received additional on-the-job training for supervision, monitoring speed and efficiency feedback on work performance, and concerns of health problems, by the Goodwill placement personnel.

The employer received assistance with screening applicants, evaluating their suitability for the job and coordinating the financial incentives program.

Goodwill job developer/trainer and Office of Vocational Rehabilitation provides guidance in housing, carpooling budgeting and scheduling medication and doctor appointments.

Personal Strengths

Good dexterity and coordination - gives her the speed and accuracy needed

Awareness and concern for quality control

Eager to please and motivated to work

Financial Incentives for Hiring

On-the-job evaluation by Goodwill, prior to a commitment to hire. On-the-Job Training Contract (1/2 wage reimbursement). Extensive followup through Goodwill.

Personnel Assistant

Learning Disability

Company Information

Company Name
University of Wisconsin-Madison
Personnel Administration
A.W. Peterson Building Rm. 230
Madison, WI 53706

Description of Company
Education

Number of Employees
12,000 total company

For more information, contact
Jim Stratton, Director
Classified Personnel Office
(608) 262-3806

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Personnel office work

Examinations Required
None

Other Job Requirements
Civil Service exam

Job Information

Wages
$8.25 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent status
5 days a week, 8 hours a day
7:40 a.m. to 4:30 p.m.

Work Setting
Office

Probationary Period
6 months

Employment History
3 years with company
3 years in this position

Narrative Description
Provision of eligible candidates to UW-Madison units for job vacancies. Maintenance of lists of eligible candidates. Determination of rules to be followed in providing eligible candidates. Job counseling for potential applicants.

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see

Environmental Conditions
Noise

Special Conditions
High rate of production
Precision/quality
Distracting conditions
High level of stress

Work Group
Small group

Standard Training Period
180 days

Standard Amount of Direct Supervision
Moderate

Personnel Assistant	Learning Disability

Significant Duties

Leadership/Administrative/Managerial
- Implement company policies

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- Enter data into computers
- Access data from computers

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Organize, select, and relate ideas in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Stay on the topic in job-related conversations
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Use keyboard skills

Special Considerations for This Worker

Limitations
- Reading, following written directions

Special Training
- None

Job Accommodations
- Supervisor needed to spend more time with the employee to explain rules and procedures verbally ($1,000 approximately).

Personal Strengths
- Providing accurate information
- Responding quickly to needs of University of Wisconsin units to fill jobs
- Diplomacy in dealing with supervisors and employees

Financial Incentives for Hiring
- None

Piano Tuner

Learning Disability

Company Information

Company Name
Putnam County Comprehensive Services
630 Tennessee Street
Greencastle, IN 46135

Description of Company
This form contains information on a PCCs client (Rehabilitation Center) who has become a self-employed piano tuner.

Number of Employees
1 total company
1 this site

For more information, contact
Charles N. Schroeder
Executive Director
(317) 653-9763

Requirements of This Job

Academic Credentials Required
6 months one-on-one training in piano tuning and repair

Work Experience Required
This is a job that requires interest more than anything. Individual also has musical inclinations and perfect pitch.

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$35.00 per piano (each piano takes client about 1 hour but should get faster)

Benefits
None

Work Schedule
Permanent
2-3 days a week, 7-8 hours a day
By appointment

Work Setting
Homes, churches, schools, etc.

Probationary Period
None

Employment History
1 year with company
1 year in this position

Narrative Description
Self-employed piano tuner; also able to replace strings and do other simple piano repairs.

Physical Demands
10% sedentary, 90% light work

Physical Activities Performed
Push, pull, reach, stoop, kneel, crouch, see, hear, finger dexterity, pitch perception

Environmental Conditions
None

Special Conditions
Client can work at his own speed

Work Group
Works alone

Standard Training Period
1 or 2 times a week for 6 months

Standard Amount of Direct Supervision
None

Piano Tuner	Learning Disability

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Handle basic calculations (+,-,x,/)

Writing Tasks
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment

Special Considerations for This Worker

Limitations
- Transportation, slow thought processes, speaking, has panicked when something went wrong - eg. unexpected breakage of a piano part

Special Training
- It took longer for individual to absorb directions for a task.
- Volunteer tutor met with this individual 1-2 times a week for 6 months.

Job Accommodations
- Family member provides transportation and as a result does most of the scheduling, as this individual does not drive.

Personal Strengths
- Very dependable
- Very trustworthy - left alone in private homes (when no one else is there)
- Skill in completing tuning accurately

Financial Incentives for Hiring
- None

Other Factors
- Dedicated volunteer at local piano tuning school.
- What can be replicated is the idea that a person with a disability can become an independent businessman.

Picker

Mental Illness (Chronic Undifferentiated Schizophrenia)

Company Information

Company Name
York Snacks, Inc.
1050 College Ave.
York, PA 17404

Description of Company
Snack food manufacturer

Number of Employees
240 total company
52 this site

For more information, contact
William Elgin, Supervisor
(717) 843-0738

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 16 minimum

Job Information

Wages
$5.34 per hour

Benefits
Paid vacation
Paid holidays
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
3:00 p.m. to 11:00 p.m.

Work Setting
Factory

Probationary Period
60 days

Employment History
1 month with company
1 month in this position

Narrative Description
Picks malformed, burned, clumped, or broken tortilla chips off the belt before they enter the fryer.

Physical Demands
100% medium work

Physical Activities Performed
Reach, see, finger dexterity

Environmental Conditions
Hot, odors, noise, moving objects

Special Conditions
High rate of production

Work Group
Works alone

Standard Training Period
4-8 hours

Standard Amount of Direct Supervision
Moderate

Picker	Mental Illness (Chronic Undifferentiated Schizophrenia)

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
None

Computer Tasks
None

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
None

Communication Tasks
Follow intent of oral directions
Talk

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Tend machine(s)

Special Considerations for This Worker

Limitations
Slow learner

Special Training
None

Job Accommodations
None

Personal Strengths
Alertness and awareness of surroundings
Attendance
Cleanliness

Financial Incentives for Hiring
None

President

Cerebral Palsy

Company Information

Company Name
Computers to Help People
1221 W. Johnson St.
Madison, WI 53715

Description of Company
Education, Professional/Managerial Research
Computer software mail order

Number of Employees
5 total company
5 this site

For more information, contact
Lora Schlaefer
(608) 257-5917

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$205.92 per month

Benefits
FICA
Worker's compensation

Work Schedule
Permanent
4 days a week, 3 hours a day
1:00 to 4:00 p.m.

Work Setting
Office

Probationary Period
None

Employment History
5 years with company
6 months in this position

Narrative Description
Develops computer programs/software
Works on special orders for customers

Physical Demands
100% sedentary

Physical Activities Performed
Reach, sit, see

Environmental Conditions
None

Special Conditions
None

Work Group
One-to-one

Standard Training Period
Depends on individual

Standard Amount of Direct Supervision
Minimal

President	Cerebral Palsy

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quality or quanitty of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/ solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Prepare budgets

Writing Tasks
- Copy accurately
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions

Manual Perceptual Tasks
- Operate office machine(s)
- Use keyboard skills

Special Considerations for This Worker

Limitations

Carrying, lifting, reaching, grasping, handling, fingering, pushing, pulling, balancing, standing, walking, climbing, kneeling, squatting, bending, sitting, speaking

Special Training

None

Job Accommodations

Lift installed ($2500)
Building improvement ($5500)
Public bus for handicapped

Personal Strengths

Managerial ability
Skill in dealing with people
Experience with non-profit organizations

Financial Incentives for Hiring

None

President

Congenital Hip Dislocation
Walks with Crutches

Company Information

Company Name
Newport Fastener Company, Inc.
1733 Q Monrovia Avenue
Costa Mesa, CA 92627

Description of Company
Sales and service of industrial and construction tools and fasteners. Manufacturer of construction fastening system.

Number of Employees
16 total company
16 this site

For more information, contact
Michael J. Hickey, President
(714) 645-7811

Requirements of This Job

Academic Credentials Required
Associate degree

Work Experience Required
Building materials background preferred

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$4,000 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent
6 days a week, 10 hours a day
7:00 a.m. to 5:00 p.m.

Work Setting
Office, factory, field sales

Probationary Period
None

Employment History
24 years with company
14 years in this position

Narrative Description
Chief executive - hire and fire; create and institute policy; set direction.

Physical Demands
80% sedentary, 20% light work

Physical Activities Performed
Sit, turn, see, color vision, depth perception, hear, sense of smell, sense of touch, finger dexterity

Environmental Conditions
High places

Special Conditions
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
None

Standard Amount of Direct Supervision
Minimal

President

Congenital Hip Dislocation
Walks with Crutches

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- Access data from computers
- Perform word processing

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Construct diagrams, charts, records using numerical calculations
- Make and use measurements
- Use formulas (translating, substituting values)
- Prepare budgets

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate machine(s)
- Develop visual presentations

Special Considerations for This Worker

Limitations
Acceptance of supervision, spelling, lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina, chronic pain

Special Training
None

Job Accommodations
Arrange office to accommodate limited mobility.

Personal Strengths
Ability to listen and reason
Ability to sell (convince others)
Ability to look and push forward

Financial Incentives for Hiring
None

Other Factors
Ability to stay calm under duress

Production Operator

Deaf-Mute; Hand Partially Amputated; Part of Thumb Remains

Company Information

Company Name
Diversified Products
P.O. Box 100
Opelika, AL 36801

Description of Company
Manufacture and distribution of physical fitness and related equipment.

Number of Employees
Approximately 2500 total company
Approximately 2000 this site

For more information, contact
Aimee B. Sikes, Personnel Assistant
(205) 745-1375

Requirements of This Job

Academic Credentials Required
Applicants usually have GED or high school diploma, but this is not required.

Work Experience Required
Sufficient to indicate ability to accept responsibility for attending regularly, etc.

Examinations Required
Physical

Other Job Requirements
Age 18 minimum

Job Information

Wages
$6.70 per hour

Benefits
Paid vacation
Paid holidays
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance
Credit Union
Legal Assistance
Profit Sharing

Work Schedule
Permanent
5 days a week, 8 hours a day
7:00 a.m. to 3:00 p.m.

Work Setting
Factory

Probationary Period
3 months

Employment History
4 years with company
4 years in this position

Narrative Description
Employee hangs or unloads metal parts on a conveyor line for painting. The line must be loaded correctly so parts will not fall off. Also, employee must inspect finished parts for good coverage.

Physical Demands
75% light work, 25% medium work

Physical Activities Performed
Push, pull, reach, turn, see, color vision, depth perception, bend from waist

Environmental Conditions
Hot, cold, noise, mechanical hazards, moving objects, heavy lifting

Special Conditions
Precision/quality
Pre-set speed by conveyor line

Work Group
Small group

Standard Training Period
3 months

Standard Amount of Direct Supervision
Moderate

Production Operator	Deaf-Mute; Hand Partially Amputated Part of Thumb & Little Finger Remain

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence

Computer Tasks
None

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs

Communication Tasks
None

Manual Perceptual Tasks
Eye-hand coordination

Special Considerations for This Worker

Limitations
Hearing, following spoken directions

Special Training
Job coach from Achievement Center worked the first night with this employee.

Job Accommodations
Because employee cannot hear, first supervisor was taught a few phrases in American Sign Language. However, subsequent supervisors are not so trained; employee has had no problems.

Personal Strengths
Physical strength
Willingness to cooperate
Attention to circumstances around him

Financial Incentives for Hiring
None

Production Operator

Mental Retardation (mild)

Company Information

Company Name
Diversified Products
P.O. Box 100
Opelika, AL 36801

Description of Company
Manufacture and distribution of physical fitness and related equipment.

Number of Employees
Approximately 2500 total company
Approximately 2000 this site

For more information, contact
Aimee B. Sikes, Personnel Assistant
(205) 745-1375

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Sufficient to indicate ability to accept responsibility for attending regularly, etc.

Examinations Required
Physical

Other Job Requirements
Age 18 minimum

Job Information

Wages
$6.50 per hour

Benefits
Paid vacation
Paid holidays
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance
Credit Union
Legal Assistance
Profit Sharing

Work Schedule
Permanent
5 days a week, 8 hours a day
7:00 a.m. to 3:30 p.m.

Work Setting
Factory

Probationary Period
3 months

Employment History
6 years with company
3 years in this position

Narrative Description
Employee off loads finished, packaged exercise benches from conveyor belt. Sometimes staples boxes closed. Must stamp date on carton and count number of boxes in rack to complete finished goods ticket.

Physical Demands
100% heavy work

Physical Activities Performed
Push, pull, reach, balance, stoop, kneel, turn, see, color vision, depth perception

Environmental Conditions
Moving objects

Special Conditions
High rate of production
Precision/quality

Work Group
Large group

Standard Training Period
3 months

Standard Amount of Direct Supervision
Moderate

Production Operator	Mental Retardation (mild)

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
None

Computer Tasks
None

Mathematical Tasks
Count

Writing Tasks
Write legibly

Reading Tasks
Identify work-related symbols/signs

Communication Tasks
Listen
Follow intent of oral directions

Manual Perceptual Tasks
Eye-hand coordination
Use job-specific hand tools and equipment

Special Considerations for This Worker

Limitations
Reading, writing, spelling, mathematics

Special Training
None

Job Accommodations
None

Personal Strengths
Desire to do something well
Physical strength
Consistency of effort

Financial Incentives for Hiring
None

Other Factors
This employee does a job that is usually done by two people. He feels a significant responsibility to keep the line moving, and he enjoys doing it well.

Production/Packer

Emotional Disturbance

Company Information

Company Name
Solomon Enterprises
3700 West Warner
Santa Ana, CA 92704

Description of Company
Manufacturer of pepperoni, sausages, and luncheon meats.

Number of Employees
16 total company
16 this site

For more information, contact
Nancy Rodrigues, Bookkeeper
(714) 432-0700

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
On call

Job Information

Wages
$3.35 per hour

Benefits
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Permanent
5 days a week, 8 hours a day
6:00 a.m. to 2:30 p.m.

Work Setting
Factory

Probationary Period
30 days

Employment History
3 months with company
3 months in this position

Narrative Description
Packs sliced pepperoni and cooked sausage.

Physical Demands
15% sedentary, 10% light work, 75% medium work.

Physical Activities Performed
Reach, stoop, turn, see, hear, sense of smell, finger dexterity, standing for long period.

Environmental Conditions
Cold, wet, odors, noise, mechanical hazards, moving objects, electrical hazards

Special Conditions
High rate of production
Precision/quality
Distracting conditions

Work Group
Large group

Standard Training Period
1 hour

Standard Amount of Direct Supervision
Minimal

Production/Packer	Emotional Disturbance

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials

Computer Tasks
None

Mathematical Tasks
Estimate quantities needed to do a job

Writing Tasks
None

Reading Tasks
Identify work-related symbols/signs

Communication Tasks
Listen
Follow intent of oral directions

Manual Perceptual Tasks
Eye-hand coordination
Hand work
Construct, fabricate or assemble materials
Use job-specific hand tools and equipment

Other Significant Duties or Job Features
General clean up of work area.

Special Considerations for This Worker

Limitations
Reading, writing, spelling, mathematics, remembering, following written directions

Special Training
Supervisor provided extra training time initially.

Job Accommodations
None

Personal Strengths
Does as he's told
Does not get bored
Willingness to help/enthusiasm

Financial Incentives for Hiring
None

Other Factors
Talk to other employees before hiring handicapped person to create better acceptance.

Program Personal Services Assistant

Mental Illness

Company Information

Company Name
Madison Area Adult Day Centers
312 Wisconsin Avenue
Madison, WI 53703

Description of Company
A day center for frail elderly with nursing, social work, occupational therapy and activity services.

Number of Employees
13 total company
3 this site

For more information, contact
Maria Alvarez, Director
(608) 256-3898

Requirements of This Job

Academic Credentials Required
Nursing assistant certificate

Work Experience Required
Nursing assistant certificate

Examinations Required
Physical

Other Job Requirements
Age 18 minimum

Job Information

Wages
$5.40 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance

Work Schedule
Permanent
5 days a week, 6.5 to 8 hours a day
8:30 a.m. to 3:00 p.m.

Work Setting
Adult day care

Probationary Period
6 months

Employment History
1 year with company
1 year in this position

Narrative Description
Assists activity director in planning and implementing programs. Responsible for planning and implementing designated programs alone. Assists elders with personal cares (i.e. toileting, walking, eating). Works as member of team in daily functioning of the Center.

Physical Demands
20% sedentary, 80% medium work

Physical Activities Performed
Push, pull, stoop, kneel, crouch, sit, see, color vision, depth perception, hear, sense of smell, sense of taste, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
Able to concentrate on one person or task but also aware of other activities in a room.

Work Group
Large group

Standard Training Period
2 months

Standard Amount of Direct Supervision
Minimal

Program Personal Services Assistant	Mental Illness

Significant Duties

Leadership/Administrative/Managerial
- Supervises volunteers

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- None

Writing Tasks
- Write legibly
- Complete forms accurately
- Organize, select, and relate ideas in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment

Special Considerations for This Worker

Limitations
- Acceptance of supervision at times, following spoken directions at times, occasional difficulty with follow-through

Special Training
- None

Job Accommodations
- A written work schedule of job tasks was developed for the employee to ensure all jobs were performed by assigned volunteers.
- Employee lived in a situation that provided one-to-one counseling as well as a "job stress support group."

Personal Strengths
- A genuine caring for elderly
- Ability to focus continuous attention on patients and their needs
- Communication skills - relating to people who have limited cognitive ability

Financial Incentives for Hiring
- None

Project Coordinator

Paraplegia T-12

Company Information

Company Name
Purdue University Agricultural Engineering
Breaking New Ground
West Lafayette, IN 47907

Description of Company
Breaking New Ground assists agricultural producers with physical handicaps who desire to remain actively involved in their farm or ranch operation.

Number of Employees
6 total company
6 this site

For more information, contact
John Hancock, Project Coordinator
(317) 494-5088

Requirements of This Job

Academic Credentials Required
Bachelor's degree

Work Experience Required
Required - Kentucky Agricultural Extension Agent, 2-1/2 years

Examinations Required
None

Other Job Requirements
Driver's license, dress code

Job Information

Wages
$1,600 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent
5-7 days a week, 7-10 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office and farm visits

Probationary Period
90 days

Employment History
2 months with company
2 months in this position
On a 1 year leave of absence from University of Kentucky College of Agriculture Cooperative Extension Service

Narrative Description
Make farm visits to physically handicapped farmers and collect information on modifications they've made. Present our program to hospitals, workshops, and conferences. Send ideas and information to farmers who have recently been disabled and want to farm again. Evaluate and design new and existing equipment.

Physical Demands
90% sedentary, 10% light work

Physical Activities Performed
Push, pull, climb, sit, see, hear

Environmental Conditions
Hot, cold, humid, dry, wet, dust, dirt, odors, noise, conditions of farm visits

Special Conditions
None

Work Group
One-to-one, small group, large group

Standard Training Period
On the job

Standard Amount of Direct Supervision
Moderate

Project Coordinator	Paraplegia T-12

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- None

Writing Tasks
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Construct, fabricate or assemble materials

Special Considerations for This Worker

Limitations
Lifting, carrying

Special Training
None

Job Accommodations
Department of Vocational Rehabilitation provided trailer and all-terrain vehicle for outdoor terrain and inaccessible areas ($2000).
Two-inch blocks raised desk to accommodate wheelchair.
Office moved to first floor for accessibility because there was no elevator to second floor.

Personal Strengths
Individual attention
Understanding
Work hard

Financial Incentives for Hiring
None

Other Factors
Doors coming into the building aren't very accessible. Building needs an elevator because employee can't attend meetings on the second floor.

Project Officer

Cerebral Palsy

Company Information

Company Name
U.S. Dept. of Education
400 Maryland Ave. SW
Washington, DC 20202

Description of Company
Civil service

Number of Employees
Information not provided

For more information, contact
Michael J. Ward, Project Officer
(202) 732-1163

Requirements of This Job

Academic Credentials Required
Master's degree

Work Experience Required
Special education

Examinations Required
None

Other Job Requirements
Civil Service exam

Job Information

Wages
$16.72 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
Worker's compensation
Medical insurance
Dental insurance
Life insurance
Severance pay

Work Schedule
Permanent
5 days a week, 8.5 hours a day
8:30 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
6 months

Employment History
6.5 years with company
3.5 years in this position

Narrative Description
Assists in planning, conceptualization, preparation, and justification of program plans, requests for proposals, and program announcements for the "Innovative Programs for Severely Handicapped Children;" evaluates proposals, monitors current project activities, and provides data management support.

Physical Demands
99% sedentary

Physical Activities Performed
Reach, sit

Environmental Conditions
None

Special Conditions
Precision/quality
High level of stress

Work Group
Works alone, one-to-one, small group

Standard Training Period
6 months

Standard Amount of Direct Supervision
Minimal

Project Officer	Cerebral Palsy

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Implement company policies
- Represent the company at internal functions
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/ solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods
- Evaluate for compliance with work specifications

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing
- Write programs

Mathematical Tasks
- Handle basic calculations (+,-,x,/)
- Calculate costs
- Construct diagrams, charts, records using numerical calculations

Writing Tasks
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents
- Identify and correct errors in writing

Reading Tasks
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Use keyboard skills

Special Considerations for This Worker

Limitations

Carrying, lifting, reaching, handling, fingering, pushing, balancing, standing, walking, climbing, squatting, bending, speaking

Special Training

None

Job Accommodations

Hire and share assistant because worker cannot file and perform routine clerical work ($40/wk).

Provide transfer adaptive word processing system because worker types slowly with many errors.

Extend bathroom stall ($200).

Personal Strengths

Ability to problem solve

Conscientious

Job organization

Financial Incentives for Hiring

None

Project Writer and Director

Learning Disability

Company Information

Company Name
Acalanes Union High School District
1212 Pleasant Hill Road
Lafayette, CA 94549

Description of Company
Secondary education

Number of Employees
550 total company
27 this site (12 administrative, 15 classified)

For more information, contact
Sally Hedberg, Project Writer
(415) 935-2800

Requirements of This Job

Academic Credentials Required
Bachelor's degree
Education certificate

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$3400 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Medical insurance
Dental insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
7:30 a.m. to 4:00 p.m.

Work Setting
Office

Probationary Period
2 years

Employment History
10 years with company
2 years in this position

Narrative Description
Writes projects, administers some of the projects. Projects include special education, teacher training and industrial arts (Vocational Educational Act).

Physical Demands
100% sedentary

Physical Activities Performed
Sit, see

Environmental Conditions
Cramped quarters

Special Conditions
Distracting conditions
High level of stress

Work Group
Small group

Standard Training Period
None

Standard Amount of Direct Supervision
Minimal

Project Writer and Director	Learning Disability

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Develop company policies
- Implement company policies
- Recruit, hire, and terminate personnel
- Specify goals and work tasks of others
- Supervise personnel
- Represent the company at internal functions
- Represent the company at external functions
- Report to a board of directors

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Review progress periodically
- Correct deficiencies
- Summarize and draw conclusions
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Prepare budgets

Writing Tasks
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- Develop visual presentations

Special Considerations for This Worker

Limitations
Reading, spelling, following written directions, reversals, completing one task at a time, directionality (left/right, map reading)

Special Training
None

Job Accommodations
Co-workers assist in interpreting some written information and in working on budgets.

Personal Strengths
Administrative skills
Political coordination
Hard working

Financial Incentives for Hiring
None

Other Factors
Adequate staff to support person

Record Clerk

Birth Defect - Open Spine
Uses Wheel Chair

Company Information

Company Name
Oak Ridge National Laboratory
Martin Marietta Energy Systems
P.O. Box X
Oak Ridge, TN 37831

Description of Company
A research and development multi-program institution whose principal goal is the development of technology for efficient production and use of energy.

Number of Employees
Approximately 16,000 total company
Approximately 5,000 this site

For more information, contact
Jane Agers
Affirmative Action Coordinator
(615) 626-2432

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
Clerical preferred

Examinations Required
Physical, hearing, vision

Other Job Requirements
None

Job Information

Wages
Information not provided

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
7:45 a.m. to 4:15 p.m.

Work Setting
Office

Probationary Period
90 days

Employment History
5 years, 7 months with company
5 years, 5 months in this position

Narrative Description
Employee works in the Distribution Section - types mailing labels, stuffs envelopes with reports, and operates a copier.

Physical Demands
100% light work

Physical Activities Performed
Push, pull, reach, sit, turn, see, color vision, hear, sense of touch, finger dexterity

Environmental Conditions
None

Special Conditions
None

Work Group
Large group

Standard Training Period
90 days

Standard Amount of Direct Supervision
Moderate

Record Clerk

Birth Defect - Open Spine
Uses Wheel Chair

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Operate office machine(s)
- Use keyboard skills

Special Considerations for This Worker

Limitations
- Cannot work alone (safety consideration - for emergency evacuation purposes, employee works with others present), lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting

Special Training
- None

Job Accommodations
- No rearranging required but for evacuation of building, department employees are assigned to carry employee and wheelchair from the second level to the first level of the building ($2000).

Personal Strengths
- Attitude
- Alert mind and teachable
- Determination

Financial Incentives for Hiring
- None

Santa Claus

Mental Retardation

Company Information

Company Name
North Mall Associates
351 Loucks Road
York, PA 17404

Description of Company
We own and manage an enclosed shopping center. Total area 46 acres - 308,627 square feet.

Number of Employees
8 total company
8 this site

For more information, contact
Lucinda K. Hart, Mall Manager
(717) 848-6136

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Experience playing Santa preferred

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$4.50 per hour

Benefits
None

Work Schedule
Seasonal
5 days a week, 8 hours a day
11:00 a.m. to 9:00 p.m.
Rotating shifts

Work Setting
Mall

Probationary Period
None

Employment History
1 month with company
1 month in this position

Narrative Description
Had to play Santa Claus for the children and adults shopping the mall. Ability to work with the consumer.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, sit, see, hear

Environmental Conditions
None

Special Conditions
None

Work Group
Large group

Standard Training Period
None

Standard Amount of Direct Supervision
Minimal

Santa Claus	Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
Represent the company at internal functions

Problem Solving/Reasoning Tasks
None

Computer Tasks
None

Mathematical Tasks
None

Writing Tasks
None

Reading Tasks
None

Communication Tasks
Listen
Talk
Speak clearly
Use appropriate vocabulary and grammar

Manual Perceptual Tasks
Lift and handle children

Special Considerations for This Worker

Limitations
Reading, writing, spelling, mathematics, remembering

Special Training
None

Job Accommodations
None

Personal Strengths
Being able to work with children
Being on time
Know how to handle a situation

Financial Incentives for Hiring
None

Other Factors
Understanding and patience

Sealer

Mixed Personality Disorder

Company Information

Company Name
Monroe Prints, Inc.
2501 Ashcraft Ave.
Monroe, NC 28110

Description of Company
Light manufacturing
Silk screen printer

Number of Employees
600 total company
Less than 200 this site

For more information, contact
Ebbie W. Monteith
Personnel Supervisor
(704) 283-2135

Requirements of This Job

Academic Credentials Required
Ability to read, write, and count

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$4.65 per hour

Benefits
Paid vacation
Paid holidays
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent
4 days a week, 10 hours a day
3:30 p.m. to 2:00 a.m.

Work Setting
Factory

Probationary Period
90 days

Employment History
3 months with company
3 months in this position

Narrative Description
Pack/seal finished goods as required; place correct labels in all packaging; count/pack all sealed goods into cartons. Maintain clean work area. Initial seal and pack tickets for accurate incentive payroll applications. Duties as assigned by supervision.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, turn, see, color vision, finger dexterity

Environmental Conditions
Hot, dust, odors, inadequate ventilation

Special Conditions
High rate of production
Precision/quality

Work Group
Works alone and in small group

Standard Training Period
10 days

Standard Amount of Direct Supervision
Minimal

Sealer	Mixed Personality Disorder

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials

Computer Tasks
None

Mathematical Tasks
Count

Writing Tasks
Write legibly

Reading Tasks
Read simple directions

Communication Tasks
None

Manual Perceptual Tasks
Hand work
Tend machine(s)
Operate machine(s)

Special Considerations for This Worker

Limitations
None

Special Training
None

Job Accommodations
Job placement by local rehabilitation facility.
Counseling for personal problems by local agency.

Personal Strengths
Positive attitude

Financial Incentives for Hiring
Targeted Jobs Tax Credit

Senior Fabricator

Paraplegia (Polio)

Company Information

Company Name
Advanced Circuitry Division,
Litton Ind.
4811 W. Kearney St.
Springfield, MO 65803

Description of Company
A manufacturer of printed circuit boards.

Number of Employees
500 total company

For more information, contact
Don Moore
Senior Personnel Administrator
(417) 862-0751

Requirements of This Job

Academic Credentials Required
High school diploma

Work Experience Required
None

Examinations Required
Hearing
Vision

Other Job Requirements
None

Job Information

Wages
$8.33 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
7:00 a.m. to 3:00 p.m.

Work Setting
Factory

Probationary Period
90 days

Employment History
19 years with company
11 years in this position

Narrative Description
Operates power punch press, beveling machine, and uses various measuring tools in making dimensional checks of the finished printed circuit boards.

Physical Demands
100% sedentary

Physical Activities Performed
Push, pull, reach, sit, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Dust, noise, mechanical hazards, moving objects

Special Conditions
High rate of production
Precision/quality
Distracting conditions
High level of stress

Work Group
Small group

Standard Training Period
Unknown

Standard Amount of Direct Supervision
Minimal

Senior Fabricator	Paraplegia (Polio)

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quantity of materials
- Identify alternative approaches or solutions
- Correct deficiencies
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Make and use measurements

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly

Manual Perceptual Tasks
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Tend machines
- Operate machine(s)
- Set up machine(s)
- Operate job-related power tool(s)

Other Significant Duties or Job Features
- None

Special Considerations for This Worker

Limitations
- Lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting

Special Training
- Unknown

Job Accommodations
- None

Personal Strengths
- Determination to learn all aspects of the job
- Intelligent enough to understand the need for accuracy and quality in respect to the product
- The willingness to do the job in a superior manner

Financial Incentives for Hiring
- None

Senior Fuel Tax Clerk

Quadriplegia

Company Information

Company Name
National Car Rental System, Inc.
7700 France Avenue South
Edina, MN 55435

Description of Company
Car rental, car leasing, truck rental and leasing, and portable dredging systems.

Number of Employees
20,000 total company
1,700 this site

For more information, contact
Cindy Johnson
Senior Personnel Administrator
(612) 893-6074

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
Related office experience (1 year)

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$1,145 per month

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance
Life insurance
Employee Assistance Program
401(K) savings plan
Payroll stock ownership plan
Tuition reimbursement

Work Schedule
Permanent
5 days a week, 8 hours a day
8:00 a.m. to 5:00 p.m.

Work Setting
Office

Probationary Period
30 days

Employment History
20 months with company
7 months in this position

Narrative Description
Position involves processing reports to insure accuracy, numbers balance, make corrections; enter and retrieve data from the CRT and phone communication with employees, district and state personnel.

Physical Demands
100% sedentary

Physical Activities Performed
Reach, sit, turn, see, hear, sense of touch, finger dexterity

Environmental Conditions
Cramped quarters, high places

Special Conditions
High rate of production
Precision/quality
High level of stress (deadlines, etc.)

Work Group
Small group

Standard Training Period
2 months

Standard Amount of Direct Supervision
Moderate

Senior Fuel Tax Clerk	Quadriplegia

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches or solutions
- Evaluate for accuracy and completeness
- Correct deficiencies

Computer Tasks
- Enter data into computers
- Access data from computers

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Calculate costs

Writing Tasks
- Complete forms accurately

Reading Tasks
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Operate machine(s)
- Use keyboard skills

Special Considerations for This Worker

Limitations
- Handling, fingering, lifting, carrying, pushing, pulling, standing, walking, kneeling, squatting, limited stamina, reaching, needs to be on a set regular schedule

Special Training
- None

Job Accommodations
- Sister Kenny Vocational Services Coordinator discussed with management concerns of ability to do the job.
- Employee uses hand strapped brace for better hand control.
- A raised desk and lowered shelf are utilized to improve mobility and access.
- Employer changed floor plans to obtain access to CRT.
- Employer installed 2 automatic doors for the building for better accessibility and handling ($6,000).

Personal Strengths
- Accuracy
- Attention to detail
- Good oral communication skills

Financial Incentives for Hiring
- Targeted Jobs Tax Credit

Service Clerk

Autism, Mental Retardation

Company Information

Company Name
Finast
8023 Jericho Turnpike
Woodbury, NY 11797

Description of Company
Grocery store retail sales

Number of Employees
14,000 total company
80 this site

For more information, contact
Janet Ufheil/Cindy Fichandler
Vocational Trainer
(516) 921-7650

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Age 16 or older

Job Information

Wages
$3.80 per hour

Benefits
Paid holidays
FICA
Worker's compensation

Work Schedule
Permanent
2 days a week, 1.5 hours a day
10:00 a.m. to 1:00 p.m. or
11:30 a.m. to 2:30 p.m.

Work Setting
Supermarket

Probationary Period
4 months

Employment History
7 months with company
7 months in this position

Narrative Description
Students perform two jobs at the supermarket: collecting carts, and throwbacks (placing all unpurchased items back on shelves).

Physical Demands
30% sedentary
70% light work

Physical Activities Performed
Push, pull, reach, balance, stoop, kneel, crouch, turn, see, depth perception, finger dexterity

Environmental Conditions
Hot, cold, wet, noise

Special Conditions
Precision/quality

Work Group
One-to-one

Standard Training Period
Continuous on-the-job training by Vocational Trainer

Standard Amount of Direct Supervision
Moderate

Service Clerk	Autism, Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quantity of materials
- Collect and organize information
- Correct deficiencies
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Understand order (e.g., first, second, last)
- Estimate quantities needed to do a job

Writing Tasks
- None

Reading Tasks
- Identify work-related symbols/signs

Communication Tasks
- Listen
- Follow simple verbal directions
- Talk (not always)

Manual Perceptual Tasks
- Hand work
- Use job-specific hand tools and equipment

Other Significant Duties or Job Features
- None

Special Considerations for This Worker

Limitations
- Reaching, grasping, handling, fingering, pushing, limited stamina, balancing, kneeling, squatting, bending, cannot work alone, spelling, mathematics, speaking

Special Training
- None

Job Accommodations
- School bus to and from job
- Vocational Trainer identified job
- Continuous job coaching
- Family support
- Social work
- Academic support is an extension of treatment

Personal Strengths
- Determination
- Money seems to be the motivation
- Interpersonal skills are extremely important

Financial Incentives for Hiring
- None

Shipping and Receiving Apprentice

Mental Retardation

Company Information

Company Name
Common Health Co-op
P.O. Box 727
Superior, WI 54880

Description of Company
Health foods, spices, cheese sold in bulk

Number of Employees
30 total company
30 this site

For more information, contact
Kristin Kern, Job Developer
(715) 392-8388

Requirements of This Job

Academic Credentials Required
None

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Coveralls/clothes that can be used for every work day. This is due to spice smells that permeate fabric and make it hard to remove odor.

Job Information

Wages
$3.35 per hour

Benefits
FICA
Worker's compensation
Unemployment compensation

Work Schedule
Permanent
5 days a week, 4-6 hours a day

Work Setting
Warehouse

Probationary Period
3 months

Employment History
1 month with company
1 month in this position

Narrative Description
Fills plastic bags with spices (using a weighing scale), labels bags and packs.

Physical Demands
20% sedentary, 80% light work

Physical Activities Performed
Reach, turn, see, depth perception, hear, finger dexterity

Environmental Conditions
Dust, odors

Special Conditions
Precision/quality (weighing and labeling spices)

Work Group
Small group

Standard Training Period
2 hours

Standard Amount of Direct Supervision
Moderate

Shipping and Receiving Apprentice	Mental Retardation

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials

Computer Tasks
- None

Mathematical Tasks
- Understand concepts of greater than and less than
- Make and use measurements

Writing Tasks
- None

Reading Tasks
- Read labels

Communication Tasks
- Listen
- Follow intent of oral directions

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment

Special Considerations for This Worker

Limitations
- Reading, writing, spelling mathematics, cannot work alone for long periods of time, can follow 3 step directions

Special Training
- Training by supervisor took slightly longer (2 days)

Job Accommodations
- Job placement by Association of Retarded Citizens

Personal Strengths
- Does not have allergies
- Good stamina
- Follows directions, good work ethic

Financial Incentives for Hiring
- Association for Retarded Citizens provided on-the-job training wage subsidy (50% fist 160 working hours, 25% second 160 working hours)

Other Factors
- Being aware that there is little or no employee turnover with this group of workers

Shop/Crew Helper

Hearing Impairment

Company Information

Company Name
Wisc. Dept. of Transportation
718 W. Clairemont Ave.
Eau Claire, WI 54701

Description of Company
Transportation
Traffic marking and signing

Number of Employees
127 total company
24 this site

For more information, contact
J.W. Dolan
(715) 836-2099

Requirements of This Job

Academic Credentials Required
High School Diploma or GED

Work Experience Required
None

Examinations Required
None

Other Job Requirements
Driver's license

Job Information

Wages
$7.195 per hour

Benefits
Pension
Worker's compensation
Unemployment compensation
Medical Insurance
Life Insurance
(If person has been with us for 3 years and has worked 601 hours each year)

Work Schedule
Seasonal
5 days a week, 8 hours a day
6:45 a.m. to 3:30 p.m.

Work Setting
Shop and highways

Probationary Period
None

Employment History
2.5 years with company
2 years in this position

Narrative Description
Under direct supervision, serve as a member of the crew to erect highway signs. Maintain shop facilities - janitorial, clean equipment, inventory.

Physical Demands
20% sedentary work
55% light work
20% medium work
5% heavy work

Physical Activities Performed
Push, pull, climb, stoop, sit, see, finger dexterity

Environmental Conditions
Hot, cold, dirt, mechanical hazards

Special Conditions
None

Work Group
One-to-one and in small group

Standard Training Period
Information not provided

Standard Amount of Direct Supervision
Moderate

Shop/Crew Helper	Hearing Impairment

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Collect and organize information

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order, (e.g., first, second, last)
- Handle basic calculations (+,-,x,/)
- Make and use measurements

Writing Tasks
- Write legibly
- Complete forms accurately

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk

Manual Perceptual Tasks
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Operate job-specific power tools

Special Considerations for This Worker

Limitations
- Partial loss of hearing

Special Training
- None

Job Accommodations
- None

Personal Strengths
- Dependability
- Versatility
- Willingness
- Interest in work

Financial Incentives for Hiring
- Received financial support for hiring originally, but not when re-hiring seasonally after the employee had worked six months.

Other Factors
- Same expectations, opportunities and requirements as any employee. Don't automatically assume they won't be able to do something.

Social Worker

Blindness

Company Information

Company Name
Dept. of Public Instruction
Box 7841, 125 S. Webster
Madison, WI 53707

Description of Company
State Educational Leadership
Technical Assistance

Number of Employees
197 total company

For more information, contact
Wayne Sherry, Administrator
Job Training/Special Needs
Program Section
(608) 267-9166

Requirements of This Job

Academic Credentials Required
Bachelor's or master's degree
License (social worker)

Work Experience Required
None

Examinations Required
Physical

Other Job Requirements
Union membership
Civil Service exam

Job Information

Wages
$14.00 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
Pension
FICA
Worker's compenstaion
Medical insurance
Life insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
7:30 a.m. to 4:15 p.m.

Work Setting
Office

Probationary Period
none

Employment History
7 years with company
7 years in this position

Narrative Description
This position works with youth and parents or guardians or social agencies that have custody of youth. The purpose is to help handicapped/ disadvantaged youth gain access to appropriate medical care, support services and educational experiences.

Physical Demands
5% sedentary

Physical Activities Performed
Sit, hear

Environmental Conditions
None

Special Conditions
High level of stress

Work Group
Works alone, one-to-one, and in small and large groups

Standard Training Period
6 months

Standard Amount of Direct Supervision
Minimal

Social Worker	Blindness

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Implement company policies
- Represent the company at internal functions
- Represent the company at external functions

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Collect and organize information
- Analyze and synthesize information
- Identify alternative approaches/ solutions
- Review progress periodically
- Evaluate for accuracy and completeness
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Calculate costs
- Use numerical values from charts, diagrams, tables

Writing Tasks
- Write legibly
- Complete forms accurately
- Write sentences in standard English
- Organize, select, and relate ideas in writing
- Produce intelligible written documents

Reading Tasks
- None

Communication Tasks
- Listen
- Follow intent of oral directions
- Talk
- Speak clearly
- Use appropriate vocabulary and grammar
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Explain activities and ideas clearly
- Effectively present information to groups

Manual Perceptual Tasks
- None

Other Significant Duties or Job Features
- Personal interaction with sensitive clients

Special Considerations for This Worker

Limitations
- Total loss of vision, walking, climbing, cannot work alone, following written directions

Special Training
- Wrote phone directory in braille with secretary's help

Job Accommodations
- Secretary to read forms ($4000-7000)
- Braille typewriter ($900)
- Needs a driver while on the job
- Reader-secretary to review written student files and communication

Personal Strengths
- Personality plus - ability to be liked
- Ability to communicate with others
- Ability to analyze problems and draw conclusions

Financial Incentives for Hiring
- None

Strapper

Deafness

Company Information

Company Name
Monroe Prints, Inc.
2501 Ashcraft Ave.
Monroe, NC 28110

Description of Company
Light manufacturing
Silk screen printer

Number of Employees
600 total company
Less than 200 this site

For more information, contact
Ebbie W. Monteith
Personnel Supervisor
(704) 283-2135

Requirements of This Job

Academic Credentials Required
Ability to read, write, and do basic math

Work Experience Required
None

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$5.00 per hour

Benefits
Paid vacation
Paid holidays
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Life insurance

Work Schedule
Permanent
4 days a week, 10 hours a day
3:30 p.m. to 2:00 a.m.

Work Setting
Factory

Probationary Period
90 days

Employment History
3 months with company
3 months in this position

Narrative Description
Move buggies from back of ovens to strapping machine. Strap and/or pack cartons; stack cartons on pallets by SKU numbers. Load sealing machines with poly-wrap as required. Maintain neat, clean work area. Other duties as assigned by supervision.

Physical Demands
10% light work, 40% medium work, 50% heavy work

Physical Activities Performed
Push, pull, reach, turn, see, color vision, finger dexterity

Environmental Conditions
Hot, dust, odors, inadequate ventilation

Special Conditions
High rate of production
Precision/quality

Work Group
Works alone and in small group

Standard Training Period
10 days

Standard Amount of Direct Supervision
Minimal

Strapper	Deafness

Significant Duties

Leadership/Administrative/Managerial
None

Problem Solving/Reasoning Tasks
Recognize and use appropriate procedures
Conduct work activities in appropriate sequence
Obtain resources needed to carry out work
Recognize the effects of changing quantity or quality of materials

Computer Tasks
None

Mathematical Tasks
Count

Writing Tasks
Write legibly

Reading Tasks
Read simple directions

Communication Tasks
None

Manual Perceptual Tasks
Hand work
Tend machine(s)
Operate machine(s)

Other Significant Duties or Job Features
None

Special Considerations for This Worker

Limitations
Low frustration tolerance, acceptance of supervision, interactions with coworkers, hearing, speaking

Special Training
None

Job Accommodations
Job placement by local rehabilitation facility.

Personal Strengths
Positive attitude

Financial Incentives for Hiring
Targeted Jobs Tax Credit

Supervisor - Silk-Screen Department

Cardiac of Unknown Etiology

Company Information

Company Name
Elastic Products, Inc.
P.O. Box 39
Marble, NC 28905

Description of Company
Prime sewing manufacturing business producing elastic suspenders for sporting goods industry. The business is supplemental to a rehabilitation business (Industrial Opportunities, Inc.) and "hires" only the handicapped.

Number of Employees
60 total company
10 this site (silk-screen department)

For more information, contact
Janet Clifton, Vocational Evaluator
(704) 837-9066

Requirements of This Job

Academic Credentials Required
GED preferred

Work Experience Required
Materials handling and shipping/receiving preferred

Examinations Required
Physical

Other Job Requirements
Age 16 minimum, 70 maximum
Dress code

Job Information

Wages
$3.55 per hour

Benefits
Paid vacation
Paid holidays
Paid sick days
FICA
Worker's compensation
Unemployment compensation
Medical insurance

Work Schedule
Permanent
5 days a week, 8 hours a day
8:00 a.m. to 4:30 p.m.

Work Setting
Factory

Probationary Period
None

Employment History
1 year with company
3 months in this position

Standard Training Period
3 months

Standard Amount of Direct Supervision
Minimal

Narrative Description
Supervises 6-8 disabled adults to operate silk screen operation to screen print tee-shirts, caps, and suspenders. This includes operation of heat dryer with conveyor belt, proper maintenance of ventilation system, processing of screens using dark room equipment and toxic chemicals and clean up of inks, screens, etc. Some shipping and receiving is required.

Physical Demands
10% light work, 90% medium work

Physical Activities Performed
Push, pull, reach, stoop, turn, see, color vision, depth perception, hear, sense of smell, finger dexterity

Environmental Conditions
Hot, cold, dust, odors, noise, mechanical hazards, moving objects

Special Conditions
High rate of production
Precision/quality
Distracting conditions
High level of stress (deadlines, etc.)

Work Group
Works alone, one-to-one and in small group

Supervisor - Silk Screen Department	Cardiac of Unknown Etiology

Significant Duties

Leadership/Administrative/Managerial
- Provide leadership
- Supervise personnel

Problem Solving/Reasoning Tasks
- Determine own work activities
- Recognize and use appropriate procedures
- Conduct work activities in appropriate sequence
- Obtain resources needed to carry out work
- Recognize the effects of changing quantity or quality of materials
- Identify alternative approaches or solutions
- Evaluate for accuracy and completeness
- Correct deficiencies
- Devise new ideas and better work methods

Computer Tasks
- None

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables
- Use formulas (translating, substituting values)

Writing Tasks
- Copy accurately
- Write legibly
- Complete forms accurately

Reading Tasks
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Talk
- Speak clearly
- Stay on the topic in job-related conversations
- Report accurately what others have said
- Give clear oral instructions and directions
- Effectively present information to groups

Manual Perceptual Tasks
- Eye-hand coordination
- Hand work
- Construct, fabricate or assemble materials
- Use job-specific hand tools and equipment
- Tend machine(s)
- Operate machine(s)
- Set up machine(s)

Special Considerations for This Worker

Limitations

Limited stamina, climbing

Special Training

Supervisor provided additional supervisor during training period.

Job Accommodations

Supervisor monitors employee's work for overexertion, working speed, and no climbing.

Company provides transportation to and from work ($5.00 per day and 1/2 hour extra staff time). Worker pays $5.00 per week.

Personal Strengths

Motivated to work (previous work experience

Personality (outgoing, persistent in a pleasant way, initiates conversation or looks for work to do)

Dependable

Financial Incentives for Hiring

None

Word Processor

Mental Illness (Depression)

Company Information

Company Name
Drs. Rego and Meier
601 South Main
Oshkosh, WI 54901

Description of Company
Dentists

Number of Employees
4 total company
4 this site

For more information, contact
Kimberly J. Meier, D.D.S.
(414) 231-0093

Requirements of This Job

Academic Credentials Required
GED or high school diploma
Typing and computer skills

Work Experience Required
Typing/computer (1 year), bookkeeping (1 year) preferred

Examinations Required
None

Other Job Requirements
None

Job Information

Wages
$5.75 per hour

Benefits
Paid vacation
Paid holidays
FICA
Worker's compensation
Unemployment compensation
Medical insurance
Dental insurance

Work Schedule
Permanent
5 days a week, 5-6 hours a day
5:00 p.m. to 11:00 p.m.

Work Setting
Office

Probationary Period
30 days

Employment History
1 year, 2 months with company
1 year, 2 months in this position

Narrative Description
Word processor, general accounting

Physical Demands
100% sedentary

Physical Activities Performed
Sit, turn, see, color vision, depth perception, hear, sense of touch, finger dexterity

Environmental Conditions
Eye fatigue due to video display terminal

Special Conditions
High rate of production

Work Group
Works alone

Standard Training Period
2 weeks

Standard Amount of Direct Supervision
Minimal

Word Processor

Socially - Depression/Mental Illness

Significant Duties

Leadership/Administrative/Managerial
- None

Problem Solving/Reasoning Tasks
- Conduct work activities in appropriate sequence
- Collect and organize information
- Analyze and synthesize information
- Evaluate for accuracy and completeness
- Correct deficiencies
- Summarize and draw conclusions

Computer Tasks
- Enter data into computers
- Access data from computers
- Perform word processing

Mathematical Tasks
- Count
- Understand order (e.g., first, second, last)
- Understand concepts of greater than and less than
- Handle basic calculations (+,-,x,/)
- Estimate quantities needed to do a job
- Calculate costs
- Use numerical values from charts, diagrams, tables

Writing Tasks
- Copy accurately
- Write legibly
- Write sentences in standard English
- Identify and correct errors in writing

Reading Tasks
- Identify work-related symbols/signs
- Read simple directions
- Read technical information

Communication Tasks
- Listen
- Follow intent of oral directions
- Report accurately what others have said
- Explain activities and ideas clearly

Manual Perceptual Tasks
- Eye-hand coordination
- Use keyboard skills

Special Considerations for This Worker

Limitations
- Interactions with coworkers (shy), prefers to work in a quiet area

Special Training
- Dentist provided additional training time.

Job Accommodations
- Because employee prefers working undistracted, hours were rearranged.

Personal Strengths
- Extremely punctual, dedicated, dependable
- Exceptional memory, makes few errors
- Completes assignment completely and without flaw

Financial Incentives for Hiring
- Targeted Jobs Tax Credit and On-the-Job-Training wage subsidy

Other Factors
- Flexibility

Section III

Sales Techniques for Job Placement

INTRODUCTION

This section presents a process which should be useful to any school or agency staff assigned job development/job placement duties. Too frequently, individuals assigned to carry out job development and job placement activities have not developed a clear conception of their professional role nor established a systematic strategy for implementing that role. It is critical that individuals responsible for job development/job placement develop a clear professional identity. The authors have discovered that many effective job placement specialists view themselves as sales representatives. These job placement professionals have two types of "customers" whose needs are complementary but not identical. The first set of customers consists of disabled individuals seeking employment. The second set consists of employers who could benefit from the skills offered by these job seekers.

Unfortunately, many educators, counselors, and other human service professionals face a major stumbling block to perceiving themselves as professional sales representatives--their own negative stereotypes of sales persons. Ask yourself....What would you answer if requested to describe a salesperson? Very often, attributes such as "pushy", "dishonest", and "phoney" come to mind. Because of this mental image, many job placement specialists resist being viewed as sales persons. Fortunately, such stereotypes do not describe effective sales representatives. These individuals do <u>not</u> manipulate customers into buying what they do not want. They meet client's needs by being friendly but not gushing, articulate but not glib, informed but not patronizing, assertive but not obnoxious, persistent but not pushy, and persuasive but not deceitful (ARC/OJT Job Development Workshop, 1986).

Many effective job placement professionals adopt a professional identity similar to that of a salesperson who meets the needs of both employers and disabled job seekers. The "sale" is the placement of a disabled individual in a job which is satisfying and for which he/she has been adequately prepared. The "post sale followup" includes provision of technical assistance both to the employer and to the disabled employee so that a mutually satisfactory and productive employer-employee relationship develops and flourishes.

As in any high quality sales relationship, the job placement professional must strive to meet the needs and wishes of his/her primary client--the disabled job seeker. This requires the placement professional to treat each disabled job seeker as a full and equal participant in the planning and decision making required for that individual to prepare for, seek, obtain and succeed in a job which he or she finds satisfying.

The following portions of this section will highlight key elements in an effective "sales" strategy (National Alliance of Business Sales Training for Job Developers, 1986).

WORKING DIRECTLY WITH EMPLOYER GROUPS

To achieve maximum effectiveness, a job placement specialist must acquire a thorough knowledge of the characteristics, capabilities, and needs of both prime "customer" groups: employers and job seekers who are disabled. This includes a thorough knowledge of:

*the vocational goals, skills, personal strengths and weaknesses of each disabled individual with whom he or she is working

*the type, location, and quality of local/regional employment training programs

*the entrance requirements, intake process, contact persons and other relevant technical features of these employment training programs

*the characteristics and employment needs of local/regional business and industry

*the occupations expected to grow and those expected to decline over the next 1-5 years.

In order to learn about the local/regional employment situation, use two major sources of information--published material and personal contacts. Examples of published information include :

-labor market projections and other data found in publications developed by the state Department of Labor

-business oriented magazines which focus on local, state/regional and national issues. For example, Madison is a periodical which focuses on developments and trends in the authors' home area. Inc. provides coverage on a national scope, as do Business Week, Forbes, the Wall Street Journal, and others.

-Annual reports, advertizing material, and similar documents produced by local firms

-literature generated by local and state business organizations, such as the Chamber of Commerce, Industrial Development Corporations, Marketing and Development Committees of city and county government

-the business section of local/regional daily and weekly newspapers.

-"help wanted" sections of local/regional daily papers, weekly papers, shoppers, and trade magazines

-specialized job listings, such as those found at the Job Service, state civil service, and public colleges/universities

-Bulletins, newsletters, and job postings of individual organizations such as specific industries, school systems, and others.

In perusing this material, key in on certain types of information which will help you form a profile of actual and potential job openings in your area: business start ups, relocations, or expansions; predicted and implied trends; and explicit/implicit employer needs which are not yet being effectively addressed. Also note feature stories on powerful/popular figures in the business community--who they are, what they do, how they view various issues, how they solve problems, and the groups they belong to, lead, or influence.

The second general source of key information is personal contacts. These contacts can be made in several ways:

1. Join professional/civic organizations such as the Lions Club, Junior Chamber of Commerce, Rotary, and locally based associations such as (in the author's home area) the Madison Club.

2. Volunteer to help organize/operate local festivals. These might be known by names such as The Middleton Good Neighbor Festival, Amboy's Depot Days, and so forth.

3. Accept invitations to join advisory groups and/or boards of directors for local educational, employment/training or other organizations in which local business persons also participate.

4. Prepare and present speeches and training sessions for members of local organizations on issues relating to seeking out, interviewing, hiring, training and promoting disabled job seekers/employees.

5. Develop and conduct a job fair for disabled job seekers in conjunction with local advocacy groups, education institutions, rehabilitation agencies and other interested organizations. One prime example of this effort is carried out annually in California. Known as Abilities Expo, this event involves hundreds of employers and disabled job seekers. It fosters increased employer awareness of disability related issues, and results in more precise matches between the needs of individual employers and the abilities/interests of individual job seekers.

Although information gathering and community involvement are important, how does one gauge whether the effort expended is appropriate? The correct answer, of course, may vary from place to place, and from person to person. A good rule of thumb, however, is NOT to use "time expended" as the benchmark, but to consider whether or not one can answer certain key questions. These include:

1. What are the top five local associations to which many of the community's business leaders belong? Who are the officers and directors of these organizations? What are the goals of these organizations? When and where do they meet? What are their membership criteria?

2. What is the local business climate? Who is expanding, reducing their workforce, or relocating? What do local business leaders feel will be the growth industries/occupations during the coming year?

3. What are the top ten establishments which hire/promote disabled individuals?

4. What are the names of fifteen <u>other</u> local employers who might consider hiring disabled job seekers? What do these firms do, what types of jobs do they normally fill from the outside, what are their expansion prospects for the next few years, and who in each company would be the best person to contact in order to begin developing a productive working relationship between the firm and your school or agency?

CONTACTING INDIVIDUAL EMPLOYERS

The most crucial part of the job placement professional's job is also the most anxiety provoking: approaching an employer in order to create the working relationship needed to prepare that employer to hire job ready disabled individuals. The job placement professional can achieve this goal and lessen his or her anxiety by using two strategies: a) carrying out the information gathering processes described above, and b) designing, practicing and implementing a systematic approach to use in working with each employer.

The Employer Contact Form (Figure One) can serve as a guideline when preparing for your initial contact with each employer. This form can also be used to record the results of the initial employer contact, plan subsequent steps, and summarize the placement outcomes obtained.

The following paragraphs outline one possible strategy to use in preparing for and carrying out face to face contacts with employers. Although competent job placement professionals differ on what might be the best strategy, the steps presented below have proven effective.

STEP ONE: SELECTING THE CONTACT PERSON

Determine which individual in the company to approach first. In selecting this person, do not rely solely on job titles. First look for someone you might know who could provide you with an introduction to a company employee who has power. Power is manifest in several ways--the ability to hire and fire, set policy or direct other company employees to perform specific actions. Your initial contact might be someone you met through your community involvement. Otherwise, start by contacting an individual at the top of the organization, or as close to the top as you can get. In firms owned by a single person, the choice is easy. Partnerships consist of a few people who share power and decision making responsibility. Determining the key decision maker in a partnership is not as easy. The background information you gathered may provide clues. Corporations are owned by shareholders but run by boards of directors and company officers. In addition to formal personnel departments, large firms may have a corporate officer in charge of affirmative action, or assigned to monitor compliance with sections 503 and 504 of the Rehabilitation Act. In such a situation, that individual might be the best person to contact first.

STEP TWO: PREPARING FOR FIRST FACE TO FACE EMPLOYER CONTACT

Plan your first meeting in detail. Use Figure One as a guide. Specify your objectives. Your **first objective** is arranging a meeting with a specific individual. Your **second objective** is to make a strong, favorable first impression. The first minute of the initial contact--usually by phone--is crucial. The first minute of the initial face to face contact is also crucial. First impressions are formed very early in an encounter, and are very resistant to alteration. In addition, the first ten minutes of the initial face to face meeting are also very important. Employers often make tentative decisions during that time, and (if the decision is not to participate in your organization's activities) these individuals spend the remainder of the meeting looking for information to confirm their choice. If the employer's initial

Figure One

Company Name _____

EMPLOYER CONTACT FORM

I. PLACEMENT RECORD SUMMARY

Job Openings					Placements		Terminations	
Date	FT	PT	Other	Job Title	Date	Employee Name	Date	Reasons

II. GENERAL INFORMATION

Company Name _____ Contact Person _____

Address _____ Title _____

City _____ State Zip _____ Phone ( ) _____

Description of Company _____

_____

_____ No. of Employees _____

Key Information About Company Officers, Board Members and Personnel _____

_____

Prior experience with special employment programs Y ___ N ___ Type _____

III. JOB LEAD

Date	Source (agency, media, personal, referral)	Importance	Other Related Information

IV. SETTING UP THE FIRST IN-PERSON MEETING

Date	Type (letter, phone call, visit)	Contact person/title	Notes

Figure One, contd.

V. PLANNING GUIDE FOR FIRST IN-PERSON MEETING

Appointment date _____ Time _____ Place _____

PRE-MEETING PREPARATION

Objective of this meeting (what do you want the employer to do?)

1. _____
2. _____
3. _____
4. _____
5. _____

Opening Statement _____

_____

Questions which probe for employer's needs/background information.

1. _____
2. _____
3. _____
4. _____
5. _____

What Your Organization Can Offer Employer (e.g. Job ready candidates, job analysis, development of job descriptions, turnover reduction, pre-screening of job applicants, training wage subsidy)	Benefits (e.g. Reduce turnover, increase in profits, $ saved, favorable publicity, employer satisfaction)
1.	
2.	
3.	
4.	
5.	
6.	

Figure One, contd.

Objections Anticipated

Type	Your Reply
1.	
2.	
3.	
4.	
5.	

Materials you plan to present ___ Business card ___ Support materials
___ Pamphlet ___ Other _____
___ AV materials _____

Closing the meeting: List 3 preplanned closing questions to determine whether you have achieved the objective(s) of your first meeting:

1. _____

2. _____

3. _____

Estimated Time of Presentation: _____min.

Pre meeting practice/review with fellow staff: no ___ yes ___

VI. RESULTS OF FIRST IN-PERSON CONTACT

_____

_____

_____

_____

VII. RECOMMENDED ADJUSTMENTS IN CONTENT/PROCEDURES TO BE USED IN SUBSEQUENT CONTACTS WITH THIS EMPLOYER OR DURING INITIAL CONTACT WITH OTHER EMPLOYERS

_____

_____

_____

_____

Figure One, contd.

VIII. RECOMMENDATIONS FOR FOLLOWUP CONTACTS

1. Person/Title to Contact _____ Phone ( ) _____

2. Type of Contact (phone, written, in-person) _____

3. Materials/Services to Present _____

_____

4. Tour arranged N___ Y___ Time_____ Place_____

5. Referrals to Other Employers

	Name	Title	Company Name	Address	Phone
a)					
b)					
c)					
d)					

6. Other recommendations.

IX. FOLLOWUP LOG

Date	Type (letter, phone visit)	Agency Staff Person	Results (e.g. further involvement, job placement, services bought, hiring status)	Action Required	Person Responsible

tendency is to agree to work with your agency, he or she will still be very alert for reasons to change his or her mind. Thus, later steps will offer suggestions regarding how and when to close the meeting, and how to follow up afterward.

As part of your strategy to convey a favorable first impression, insist that your organization use business cards and brochures which convey an impression of professionalism and competence. A tacky brochure--obviously home made and amateurish--is worse than no brochure at all. An employer will assume that what you present represents the highest quality that your organization is capable of producing, and reflects your overall competence.

As Figure One indicates, start by reviewing your data on this firm. Then prepare your presentation. Describe who you are, what your agency does, and how the employer could benefit from working with you. Be sure to highlight the funds, information, and services which the employer could receive by developing a partnership with your organization. Examples include on-the-job training funds, customized training (including the use of your organization's job coaches for certain disabled job candidates), job analysis, development of position descriptions, accommodation consultation, pre-employment training, pre-screening of job candidates, and so forth. Small business operators in particular may not have the expertise to develop job descriptions, analyze jobs, or set up customized training to make expansion plans more feasible. Your organization can also provide recognition and favorable publicity to an employer by using awards, testimonial dinners, and feature stories in local/regional media.

The employer also has several possible resources which could be valuable to your students or clients. A major goal of your contact with individual employers is to obtain his or her commitment to providing your students or clients with access to those resources. Examples include vacant positions, guided tours, work experience sites, and transitional employment sites. Certain employers may have other resources which he or she might make available: equipment (donated or made available for after-hours training), media/publicity experts, and so forth. The employer might also consider participating in mock interview-training sessions for your students/clients, or serving on your board of directors or advisory committee.

Your **third objective**, to be achieved during the initial face to face meeting, should be to determine the employer's needs. Step four describes how to do this.

Your **fourth objective** should be to obtain an employer's agreement to become involved with your organization in one or more concrete ways. For example, the employer might agree to schedule a second meeting. This meeting could be used to review the minimum qualifications he or she is looking for in candidates to fill vacant positions, or it could be used to examine more closely the services your organization could provide. In some cases, the most feasible "initial commitment" might be to provide you and other staff with an informational tour of the plant.

Always have a sequence of objectives in mind--not just one or two. If you meet an especially agreeable and interested employer, he/she might get ahead of your planned strategy and leave you fumbling for responses to his or her initiative

in developing a working relationship with your organization. To enhance measurement of your own performance, describe each objective in terms which will allow you to measure its achievement by whether or not the employer agreed to carry out specific actions.

STEP THREE: INITIATING THE CONTACT

After completing, reviewing, and revising your plan and on site presentation (Figure One), prepare for your initial phone call. Write out exactly what you will say about yourself and your school or agency, and what you want from the employer. Be sure that you know the exact name and title of the person with whom you are meeting. Then practice your statement aloud. Record these practice sessions, and review them alone or with another staff person who has good telephone skills. Do NOT approach this initial contact casually, assuming that you can ad lib as needed. Your statement should describe briefly who you are and the agency you represent, and request a meeting to discuss the services you and your organization could offer. A suggested opening statement might be. "I'm Joe Smith from New Options. We are a private non-profit organization that helps people find employment, at no cost to you or to our job ready candidates."

Do not launch into a harangue about hiring the handicapped, and do not attempt to sell that individual on one of your specific job candidates sight unseen. Offer to meet with the company representative at one of two alternative times in the near future. For example, request a thirty minute meeting for 2:00 P.M. Tuesday June 6, or 10:00 A.M. Thursday June 8. Have your calendar handy in case the employer wishes to explore a meeting time other than the two you propose.

Finally, do not commit yourself to another appointment immediately following your initial scheduled session with a "new" employer. That individual may offer to introduce you to other relevant employees in the firm, take you on a tour, or otherwise help you become more familiar with the business. It would be tragic to turn down such an immediate offer in order to keep another appointment.

Two possible problems might arise during your initial phone call. The first is that you may have difficulty getting past the person who screens requests for appointments (receptionist, secretary, administrative assistant). An effective strategy here is to remember that this person has a job to do just as you do, and should therefore be treated with respect. In addition, you can tell this person the key purpose of your call--you wish to arrange a meeting to discuss services your organization provides which could help the employer save money and improve efficiency. The second possible problem might arise as you talk with the individual with whom you wish to set up a meeting. He or she might raise objections to hiring persons with disabilities, or working with "welfare agencies". Address this problem by acknowledging the employer's concern (not agreeing with the accuracy of his/her "facts") and offering to address these concerns in detail during your face to face meeting.

STEP FOUR: GAINING AND KEEPING THE EMPLOYER'S ATTENTION

After determining your objectives, preparing your on site presentation, and practicing until it sounds natural, you are almost ready to keep your appointment. Because one of your key objectives is to create a favorable first impression, your next task is to review your social graces (greeting style, handshake), your non verbal behavior (eye contact, mannerisms, posture), and your dress before the scheduled appointment day. If possible, ask for assistance from a trusted coworker, friend or spouse when conducting this review. Most of us are seldom aware of harmless idiosyncrasies which might cause strangers to form incorrect--and detrimental--first impressions.

On the day of the meeting, review the location of the meeting site, and plan your travel so that you arrive about ten minutes early. This will give you an opportunity to compose yourself before the meeting.

After greeting the employer and exchanging pleasantries, explain in plain English who you represent, your organization's purpose, and how your organization could be of service to this employer. Avoid professional jargon and acronyms. Your opening statement should not sound like a formal speech. It should capture your listener's attention by highlighting how you can help make his or her organization more efficient, and thus more profitable. As the employer responds to your prepared presentation and to your questions about the business, you must listen attentively for statements which express or imply need. The following are sample statements which an employer might use to indicate a need:

- *We need to find a way to....
- *I'd like to fix....
- *I want to improve....
- *We've always had trouble with....
- *What we are interested in is....
- *We are planning to....

Sometimes an employer's need is expressed indirectly--what he or she complains about, or objects to. "The last time I hired some of those people, they...."

Express interest, and further one of your objectives by asking open ended questions ("What qualities do you look for in applicants?" What is your approach to on the job training?") and closed questions ("What experience/ training requirements do you require for the specific job or type of job?") Open ended questions help you uncover needs. Specific, closed questions help you confirm the existence of a need and obtain specific facts.

STEP FIVE: HANDLING OBJECTIONS AND PRESENTING YOUR OFFER

As you develop a picture of the employer's needs, mentally correlate them with the range of services available through your organization. In presenting your offer to work with the employer as a partner in meeting those needs, include specific examples of how you and your organization could help--prescreening job candidates, pretraining, on-the job training, post employment support both to the employer and to the new employee, or whatever you can deliver. Also highlight whenever possible how the employer could benefit financially.

Frequently, employers will raise objections to the disabled job candidates or the value of your organization's services to the business. These objections

may be simple misunderstandings, or diversions to obscure more serious reservations. In other instances these objections may be valid. For example, the employer may have been approached recently by other organizations trying to persuade him or her to hire "hard to employ" individuals, causing the employer to become confused about which, if any, organization he or she should work with. You must deal with these objections. To do so, consider the following steps:

1. Listen to what the employer says, implies, and communicates nonverbally.

2. Probe and ask questions. Encourage the employer to describe his/her objection in detail so that you can develop a complete and accurate understanding of the issue, and have sufficient information to determine if the stated objection is only part of a different, more serious concern.

3. Restate the objection in your own words. Do not just say "I understand your concern." Prove that you do by paraphrasing it. This shows that you were listening attentively, value the employer's opinion, and grasp his or her point. Express empathy by recognizing the employer's feelings and concern as well as the content of his or her objection. For example, you might say "I recognize your concern when you and your staff spend a great deal of time and energy hiring new employees who quit after a short time on the job."

4. Do not argue. Contradicting or debating with an employer makes it very difficult to establish a working relationship.

5. Deal with each objection by:

*minimizing its importance, when appropriate

*highlighting the financial and other benefits resulting from development of a working relationship with your organization

*turning the objection into a reason for developing a working relationship with your organization. For example: "Our prescreening and pre-employment training insure that only motivated, job ready candidates will interview for...."

STEP SIX CLOSING THE MEETING

Because you want the employer to carry out concrete actions, close the meeting by attempting to obtain an overt agreement on one or more of those actions. Sometimes an employer will take the initiative, but in most cases you will have to ask for the agreement. Too many job placement professionals falter at this stage. They do not come right out and ask the employer to perform concrete actions.

It is also important to remember that you may need more than one meeting to obtain your major objectives:--agreement to interview your clients, set up a work experience program, establish an on-the-job training program, hire job ready individuals who are disabled, or whatever. However, if you have uncovered and dealt with any objections the employer may have, attempt to obtain his or her commitment to one or more of your objectives.

Picking the most advantageous time to ask for this commitment is a matter of judgment, but often the employer will give you clues. These include:

1. The employer makes a favorable comment about the services that your school or agency provide.

2. The employer sounds interested even when raising an objection.

3. The employer asks specific questions about dates ("How soon would you be able to supply me with job ready candidates?")

4. The employer begins talking about a problem that you or another staff person might be able to solve.

5. The employer's statement implies the establishment of an ongoing working relationship ("Whom would I call if I had a vacancy?").

In short, the close involves asking the employer to take some direct action. One basic approach includes these steps (National Alliance of Business Sales Training for Job Developers, 1986):

*Make a statement reflecting your assumption that the employer wants to establish a working relationship with your organization.

*Summarize two or three benefits that the employer has previously agreed are important.

*Ask for a formal commitment to take the desired actions.

*Restate the benefits and reinforce the wisdom of the employer's decision.

*Thank the employer and leave. Dragging out your departure may cause the employer to have second thoughts about his/her commitment to a partnership with you and your organization.

STEP SEVEN: FOLLOWUP

Followup is crucial for several reasons (National Alliance of Business Sales Training for Job Developers, 1986):

*to ensure that the employer keeps his/her commitment

*to determine whether or not the employer is satisfied with the services received, and to prevent minor problems from mushrooming into major crises

*to pave the way for a second meeting if the first contact did not result in "closure".

The first step of this followup should occur very soon after the initial face to face meeting. Write a letter thanking the employer for the opportunity to meet, and restate what was agreed to, who is to carry it out, and when these actions are to occur. The letter should be businesslike, professional and

positive in tone. Be sure to include your work address and phone number. From the employer's point of view, you are the organization that you work for. The scope and quality of your followup, including the professional appearance of your organization's stationary, will largely determine your organization's image in the eyes of that employer.

Specific steps in long range followup will depend on the type and extent of your subsequent involvement with that employer. In all cases, however, the following guidelines should be followed as closely as possible (National Alliance of Business Sales Training for Job Developers, 1986):

- *The skills of the disabled job candidates should meet the employer's requirements.
- *Provide services exactly as described.
- *Honor all guarantees.
- *Correct mistakes and remedy anything which the employer finds objectionable.
- *Meet deadlines.
- *Ensure that you or other staff are available for support and technical assistance if needed.

SPECIAL CONSIDERATIONS FOR SPECIFIC JOB SEEKERS

Some disabled individuals have great difficulty learning, but can perform quite well if they receive systematic, intense training which has been designed to meet their individual needs and capabilities. If you are responsible for serving such disabled individuals, consider enlisting the cooperation of other professionals to develop and implement such a specialized training program.

The following is an example of one such program. Known as Project Readdy, its primary objective is to prepare severely handicapped autistic students for competitive employment using community based vocational training. The primary grant recipient is the C.W. Post Center of Long Island University. The Nassau Center for the Developmentally Disabled serves as the demonstration facility. Project staff include a project director, two field coordinators, two certified special education teachers, two student teachers, an administrative assistant, and ancillary support staff.

All students in the project attend the Nassau Center. These 40 students range in age from 16 to 21. While all students receive community based vocational training, those aged 18-21, receive intensive on-site job skills training. Two thirds of those served by the program are presently earning minimum wages. Job sites include the First National Supermarket, Friendly's Restaurant, Garden World, Kerb's Florist Shop, Turnpike Lumber, and Pennysaver.

Project READDY is funded by a grant from the U.S. Department of Education, Office of Special Education and Rehabilitative Services. Products of the project include a job reference manual, two training manuals, and a series of

training films. The job reference manual identifies and catalogs job training sites. The two training manuals describe techniques to develop specific job related skills and interpersonal skills. The training films complement the manuals.

For further information, contact Dr. Dianne Berkell, Department of Special Education, C.W. Post Campus/L.I.U., Greenvale, New York 11548. Her phone number is 516/299-2127.

A WORD ON ATTITUDES

The best placement techniques in the world will be ineffective unless you believe in the worth and employability of persons who are disabled, and avoid taking the inevitable employer refusals as personal rejections. Positive attitudes, buttressed by effective techniques, prove quite effective when carrying out the very demanding work of the job placement professional.

ADDITIONAL RESOURCES

PROJECTS THAT PROMOTE HIRING AND RETENTION OF INDIVIDUALS WITH DISABILITIES

Many outstanding projects provide employment training, job development, job placement and retention services to individuals with disabilities. Two projects selected for this section demonstrate quite different approaches. The authors of this publication do not wish to imply that these are the only examples of effective strategies. The projects described here are offered to stimulate the reader's creativity.

EQUAL OPPORTUNITY EMPLOYMENT PROGRAM

Implemented by Martin Marietta Energy Systems, Inc., this affirmative action program is based on outreach and recruitment of qualified disabled persons, making accommodations when needed, and incorporating them into the workplace.

Martin Marietta Energy Systems operates three U.S. Department of Energy installations in Oakridge, Tennessee and one in Paducah, Kentucky. Prior to April 1, 1984, they were operated by Union Carbide Corporation, as its Nuclear Division. Over 750 of Martin Marietta's workers are hearing-impaired, visually- impaired, or blind; have learning disabilities or medical restrictions; use wheelchairs; or have less severe disabilities.

In 1982, the company completed a two-year retroactive survey of retention, attendance, and safety records of disabled employees as compared to non-disabled employees. The disabled employees had equal attendance and safety records. Their retention rates were higher.

In 1978 an action plan to increase the number of disabled workers was drafted by the EEO coordinator. Before implementing this plan, it was reviewed by 30 top managers.

The action plan strengthened management's commitment to hiring disabled persons, modified selected facilities to make them accessible to disabled persons, and recruited disabled persons from rehabilitation agencies. The handicapped employment program resulting from this plan is administered through the company's equal employment opportunity (EEO) office of the personnel department. Because management was involved from the beginning in designing and implementing the plan, management's "ownership" of the program was established. Hiring disabled persons became a management rather than an EEO concern.

To further strengthen the plan, a one-year position of coordinator for the handicapped was established in 1981. It became the coordinator's responsibility to:

1) establish a uniform record-keeping system in the central employment office and all four installations

2) develop a system for special handling and tracking of handicapped applicants

3) provide training to personnel department staff members and affirmative action representatives on placing handicapped persons and incorporating them into the workforce

4) develop a summer program for hiring disabled college students

5) increase disability awareness through participation in National Handicapped Awareness Week.

In order for the affirmative action plan to be effective, the coordinator had to develop and nurture relationships with referral sources such as the local vocational rehabilitation agency (VR). As a result, referral sources learned of the company's hiring criteria and began limiting referrals to persons who had the appropriate skills and training. To facilitate the process, a single VR agency representative was designated to serve as a liaison between VR and the company.

To further ensure appropriate referrals, the company sponsors occasional one-day meetings with VR counselors to discuss current job openings and the skills required to fill positions. In addition, EEO staff and the VR agency liaison meet regularly. This has increased the quality of referrals, and the number of handicapped people placed.

To encourage supervisors to hire disabled applicants, EEO staff developed a special in-house tracking and marketing system. When a disabled person seeks employment at any of the four installations, that application receives special treatment. An employment representative determines whether the applicant is qualified for an available job before an interview is scheduled and compiles references and transcripts and forwards the to the appropriate division(s) for consideration.

To further publicize applicants' skills, a one-page publication called Handicap Highlights is circulated in all four installations. It lists each applicants' education, training, experience, and disability, but not name. This system insures that applicants receive interviews for as many different job openings as appropriate.

To make the physical plant more accessible, the company removed physical barriers to the personnel offices, cafeteria, and restrooms, and provided special parking spaces.

Modifications for the company's deaf and hearing-impaired employees include: using professional interpreters during performance reviews, safety meetings and in-house training; purchasing teletypewriters which allow deaf employees to receive and make phone calls; providing sign language instruction to staff; installing signal lights in facilities where deaf employees work alone; and taking into consideration grammar problems on tests where English skills are not important.

If an individual requires special accommodations, the applicant and the supervisor discuss it at the time a job offer is made. Individual

accommodations include minor changes in job procedures, purchase of special equipment, and arranging for co-workers to help with small tasks.

To facilitate integration of disabled persons into the workforce, the company provides internal publicity on the accomplishments, activities, and goals of disabled employees. The company also commends those managers who hire disabled persons. In addition, the company produced a one-hour videotape to educate supervisors and co-workers about various handicaps and to show that concerns about disabled employees' performance do not necessarily translate into reality.

PROJECT MATCH

Project MATCH is a centralized database which lists trained, qualified, disabled applicants from more than 80 colleges in the New York City metropolitan area. The database profiles persons who recently earned associate, baccalaureate or graduate degrees.

For employers, Project MATCH provides:

- a no-cost way to locate qualified employees
- a single point of contact which enables employers to access a large pool of college-educated people, representing a broad range of disciplines
- applicant-screening to assure job readiness
- information about how the employer can receive tax credits and On-the-Job Training (OJT) reimbursements when hiring a worker with disabilities
- consultation on 503/504 regulations by request
- follow-up services to ensure that employers are satisfied with their employee

Project MATCH is also an employer referral service for college-trained, job-ready persons who have disabilities. There is no cost to the job seeker.

As part of this service, Project MATCH provides:

- assistance in matching skills and experience with job requirements
- referrals to employers
- ongoing outreach to locate job opportunities
- evaluation and assistance for job readiness

- periodic mailings of up-to-date information vital to the job seeker who is disabled

- follow-up services to ensure that the placement is satisfactory

Application may be made by any disabled New York metropolitan area resident who is near college graduation or has recently earned a degree.

For additional information, contact: Project MATCH, Long Island University/Brooklyn Campus, University Plaza, Brooklyn, New York 11201. Their phone number is: (718) 834-6000, ext. 3695.

ORGANIZATIONS THAT ENHANCE JOB PLACEMENT OPPORTUNITIES FOR PERSONS WITH DISABILITIES

JOB ACCOMMODATION NETWORK The Job Accommodation Network, known as JAN, is an information network for employers. It brings together information on steps employers take to accommodate functional limitations of employees and applicants with disabilities.

Operated by the President's Committee on Employment of the Handicapped, JAN is a database containing specific information about how individual tasks can be done by persons with limitations. JAN enables employers to discuss with other employers accommodations which are proven successful in specific instances. Functional limitations relate to functional job requirements, based on situations where real people work at real jobs because accommodations were made.

For more information, contact: Job Accommodation Network-PCEH, P.O.Box 468, Morgantown, WV, 26505. Their phone number is 1-800/JAN-PCEH (1-800/526-7234).

PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED In addition to sponsoring the Job Accommodation Network, PCEH publishes and disseminates free information on employment for people with disabilities, accessibility, and worksite modification.

For more information, contact: President's Committee on Employment of the Handicapped, 1111 20th St. N.W., Washington, D.C., 20036. Their phone number is 202/653-5010(voice) or 202/653-5337 (TDD).

NATIONAL REHABILITATION INFORMATION CENTER The National Rehabilitation Information Center (NARIC) is a rehabilitation information service and research library funded by the Department of Education, National Institute of Handicapped Research. Among its services are REHABDATA and ABLEDATA.

ABLEDATA is a computerized listing of commercially available products that can improve the quality of life for persons who have a functional limitation. ABLEDATA is produced by the National Rehabilitation Information Center (NARIC), and provides comprehensive information on rehabilitation products.

More than 11,000 products are listed in ABLEDATA. They range from the simple to the sophisticated, and provide possible solutions to a wide range of needs. The products are classified into the following broad categories: activities of daily living and recreation; seating, mobility, and transportation; therapy aids; communication; ambulation, orthotics, prosthetics; vocational-educational; and other.

NARIC'S library contains literature on all the products included in ABLEDATA. NARIC also maintains a listing of all manufacturers' names and addresses. Each ABLEDATA listing includes the following information: common product name, brand name, manufacturer, cost, description of the product, informal user comments (if available), and abstracts of formal evaluations (if available).

REHABDATA is a computerized listing of NARIC's collection of rehabilitation literature, including reports resulting from projects funded by the National Institute of Handicapped Research and the Rehabilitation Services Administration. Also included are journal articles, conference proceedings, directories, audiovisual materials and related commercially available publications. REHABDATA contains more than 10,000 items.

For more information, contact: NARIC, 4407 8th St. N.E., Washington, D.C.20017. Their phone number is 202/635-5826(voice or TDD).

MAINSTREAM, INC. This is a national, non-profit organization that provides employers and disabled individuals with information and technical assistance on employment issues. The organization produces and disseminates publications and conducts conferences on topics which include recruiting/interviewing techniques, job analysis, accommodations, accessibility, attitude adjustment, and legal issues.

Since 1983, Mainstream, Inc. has operated Project Link. In two and one half years since it began, Project Link assisted more than 800 disabled individuals attain competitive employment through its job development and placement services. This project operates in two locations: Dallas, Texas, and Washington, D.C.

For more information, contact: Mainstream, Inc., 1200 15th St. N.W., Washington, D.C. 20005. Their phone number is 202/833-1136 (voice or TDD).

NATIONAL FEDERATION FOR THE BLIND Among the services available through this multi-purpose organization are publications designed to assist blind individuals become employed. NFB also operates a nationwide job listing and job referral system.

For more information, contact: National Federation for the Blind, 1800 Johnson St, Baltimore, MD 21230. Their phone numbers are 1-800/638-7518 or 301/659-9314.

NATIONAL CENTER ON EMPLOYMENT OF THE DEAF This organization promotes the employment of deaf graduates from the Rochester Institute of Technology as well as other qualified deaf people nationwide. The Center offers a range of services to employers, professionals serving deaf persons, and qualified deaf persons. Staff meet with employers on the RIT campus and on site to assist in recruiting, hiring, accommodating and promoting qualified deaf people. In depth employer training programs are also offered.

For more information, contact: National Technical Institute for the Deaf, One Lomb Memorial Drive, Rochester, NY 14623. Their phone numbers are 716/47-6834 (voice) or 716/475-6205 (TDD).

AGING IN AMERICA, INC. This non profit organization was created to assist older persons to live independent and full lives. Currently AIA has 10 programs to serve the aging community, one of which is a Projects with Industry program which focuses on the employment needs of persons with disabilities who are 45 years of age and older. Since 1980, Aging in America's Project with Industry has matched the employment needs of New York City employers with those of mature persons with disabilities. To date, the project has assisted over 400 mature disabled persons to obtain employment. The one-year job retention rate is 91%, and the five-year retention rate is 85%. Types of positions include clerical, professional and blue collar. The average salary these individuals is approximately $12,000 per year.

AIA/PWI has developed a statewide and national project to assist other agencies and municipalities to replicate the AIA/PWI Program. Current sites include five in New York state, and others in Ohio, California, Pennsylvania, and Connecticut.

For more information, contact: Aging in America, Inc., 1500 Pelham Parkway, Bronx, NY, 10461. Their phone number is 212/824-4004.

AMERICAN FOUNDATION FOR THE BLIND This organization provides services to blind and visually impaired persons. The AFB is developing an AFB Job Index which covers jobs currently being held by visually impaired persons. This index links a person seeking information about a particular job to an employed person who can possibly assist him or her by explaining how the job is performed, and what, if any, modifications and adaptive devices are being used.

For more information, contact: American Foundation for the Blind, 15 W. 16th St., New York, NY, 10011. Their phone number is 212/620-2037.

ASSOCIATION OF REHABILITATION PROGRAMS IN DATA PROCESSING ARPDP is a federation of projects whose purpose is to provide employment opportunities--particularly through vocational training--for disabled persons in the field of data processing. Most of the more than 30 affiliated members began through the efforts of IBM's Federal Systems Division and the U.S. Department of Education's Rehabilitation Services Administration, Projects with Industry Division

The main goal of ARPDP is to foster growth and development of new and member projects through communication and committee work. The jobs held by graduates of ARPDP programs are all computer-related. Job titles include computer programmer, computer analyst, computer operator, word processor, and automated accountant.

For more information, contact: Association of Rehabilitation Programs in Data Processing, c/o Center for Information Resources, 4025 Chestnut St., 3rd Floor, Philadelphia, PA 19104-3054. Their phone number is 215/898-8108.

INSERVICE TRAINING PROGRAMS TO ENHANCE EMPLOYMENT OPPORTUNITIES FOR INDIVIDUALS WITH DISABILITIES

JOB DEVELOPMENT WORKSHOP The Association for Retarded Citizens On the Job Training Project has developed a one day workshop to help professionals, parents, advocates or other interested persons carry out job development and job placement services for persons who are retarded. The workshop is offered periodically in various parts of the country through the regional offices of the ARC-OJT Project. There is a registration fee.

For more information, contact The Association for Retarded Citizens On the Job Training Project, 2501 Avenue J, Arlington, Texas,76006. Their phone number is 817/640-0204.

PROVISIONS FOR INFORMATION TO EMPLOYERS The PIE training program was developed to address attitude barriers among first line supervisors and others in business and industry that might impede employment opportunities for persons with disabilities. The training package could also be used with educators and staff from rehabilitation organizations. The training consists of eight modules, each one hour in length. The length of the training could vary from one to eight hours, depending on the trainees' needs. The suggested size of the training group is 12 or fewer. Topics include: facts and attitudes about people with disabilities, communications and training, job analysis, job modification, disability simulation, and issues relating to individuals with specific disabilities. The package includes written training materials.

For more information, contact: Special Services, Everett School District No. 2, 4730 Colby Ave., Everett, WA 98203. Their phone number is 206.342-7575.

SALES TECHNIQUES AND RESULTS Known by its acronym, STAR, this three day inservice program is conducted by the National Alliance of Business. STAR is designed specifically for persons involved in securing unsubsidized private sector jobs for disadvantaged and other hard to employ job seekers. IBM assisted the National Alliance of Business in developing this program. It is based on "Customer Oriented Selling" by McGraw-Hill Training Systems and "Introduction to Social Styles" developed by Wilson Learning Corporation. Each STAR workshop runs for three days. There is a registration fee.

For more information, contact: National Alliance of Business, 1015 15th St., N.W., Washington, D.C. 20005. Their phone number is 202/289-2900.

WINDMILLS This is an inservice training program for employers, educators, rehabilitation personnel, and the general public. It is designed to overcome stereotypes and misconceptions about persons with disabilities. This program was developed by the California Governor's Committee on Employment of the Handicapped.

For more information, contact: California Governor's Committee on Employment of the Handicapped, 800 Capitol Mall, Sacramento, CA 95814. Their phone number is 916/323-2545 (voice or TDD).

PUBLICATIONS THAT ENHANCE THE JOB PLACEMENT SPECIALIST'S EFFECTIVENESS

Association for Retarded Citizens National Research and Demonstration Institute. (1980). Making job opportunities for mentally retarded people a reality. Arlington, TX: Author.

This publication covers the following topics: preparing mentally retarded people for work, job development and placement, creating job opportunities through volunteer efforts, guidelines for approaching prospective employers, assisting mentally retarded people in the job adjustment process, and additional resources.

For ordering information, contact: National Research and Demonstration Institute, Association for Retarded Citizens, P.O. Box 6109, Arlington, Texas 76011.

Berkeley Planning Associates. (1982). A study of accommodations provided to handicapped employees by federal contractors. Final Report, Volume I. Berkeley, CA: Author.

This study, funded by the U.S. Department of Labor, surveyed private sector employers who had federal government contracts concerning their accommodation practices for handicapped employees. Responses were analyzed from 367 firms, representing 512,000 workers, 19,200 of whom were known to be handicapped. One major finding was that accommodation is "no big deal". Fifty one percent of the accommodations reported cost nothing. An additional 30% cost less than $500. Only 8% cost more than $2,000.

For more information, contact: U.S. Department of Labor, Employment Standards Administration, 200 Consititution Ave. N.W., Washington, D.C. 20210. Their phone number is 202/523-9145.

Brooks, M., Bender, B., & Bender, J. (1985). High technology training program for people with developmental disabilities: program developer's manual. Torrence, CA: Harbor Regional Center.

This manual provides basic guidelines for the initiation of an employment training program similar to the High Technology Training Project established at TRW in Redondo Beach, California. This manual should be considered a preface to the Trainer's Manual, which clarifies, interprets and expands upon the concepts found in the Program Developer's Manual. The original demonstration project was developed and operated by Harbor Developmental Disabilities Foundation, Inc., which is the administrative agency of Harbor Regional Center.

Perhaps the most critical factor in the design of this program is its location in an operational work setting. The training area at TRW was integrated into a section where both training and manufacturing functions were occurring for company employees. Trainees interacted socially with other trainees and

employees during training, lunch, and breaks. Technical training staff and guidance/counseling staff worked on site with the trainees.

The first two graduates each earn about $1100 per month after nine months on their new jobs.

The program developer' manual covers design for implementation, funding and industrial participants, sample agreements, staff and trainee selection, and planning for placement and followup.

To obtain ordering information, contact: Director, Department of Community Affairs, Harbor Regional Center, 21231 Hawthorne Blvd., Torrance, CA 90503. Their phone number is 213/540-1711 or 637-0955.

Field, B. Breaking New Ground. West Lafayette, Indiana: Purdue University.

This newsletter focuses on ways to help farmers with disabilities continue farming. Individually tailored accommodations/devices are described and often accompanied by photographs. This eight-page publication is produced several times per year. The information contained in back issues could be quite useful to readers who focus on assisting disabled farmers.

For ordering information, contact: Bill Field, Dept. of Agricultural Engineering, Purdue University, West Lafayette, Indiana 47907.

Galloway, C. (1982). Employers as partners: a guide to negotiating jobs for people with disabilities. Rohnert Park, CA: California Institute on Human Services, Sonoma State University.

This book describes a model program to help government and community service agencies work more effectively with employers when placing disabled employees in private sector jobs. The book also describes successful strategies for increasing job opportunities for disabled individuals in the private sector.

There is a charge for this publication. For ordering information, contact: California Institute on Human Services, Sonoma State University, 1801 E. Cotati Ave., Rohnert Park, CA 94928. Their phone number is 707/664-2416.

HEATH Resource Center. (1985). 1985-1986 Resource Directory. Washington, DC: American Council on Education.

This directory's format corresponds to frequently asked questions about postsecondary education for handicapped individuals. It provides a selection of resources which address major issues such as architectural accessibility, independent living, legal resources, career preparation, technological devices, and directories. It also includes a list of toll-free telephone resources.

To obtain a copy, contact: HEATH Resource Center, American Council on Education, One Dupont Circle, N.W., Suite 670, Washington, DC 20036-1193.

McCarthy, H.(Ed). (1985). Complete guide to employing persons with disabilities. Albertson, NY: National Center for Employment of the Handicapped.

This book is designed as a desktop reference for business people who administer Affirmative Action Programs for persons with disabilities. Three major sections of the book cover issues affecting commitment to affirmative action, strategies for accomplishing affirmative action, and resources for enhancing affirmative action programs.

For ordering information, write to: National Center on Employment of the Handicapped at Human Resources Center, Albertson, NY 11507.

Magnolia, L.R., & Mandelstam, D.L. (1985). Disabled persons in the workplace: an introductory reference and resource guide, Second Edition. Los Angeles: Northrup Corporation.

This publication is comprised of three parts. Section one provides an annotated bibliography of publications on accommodation, aids, attitudes, devices, employment, equipment, evaluation, and services related to disabled persons. Section two is a compilation of organizations that offer many services to disabled persons and to their employers. Information about each organization, its area of interest, its publications, and its services is presented.

For more information, contact: Los Angeles Project with Industry, 23890 Hawthorne Blvd., Torrance, CA 90505, or the Electronic Industries Foundation/Project with Industry National Office, 1901 Pennsylvania Ave., N.W., Suite 700, Washington, D.C. 20006.

National Alliance of Business. (1985). NAB Clearinghouse Quarterly: Moving disabled people into the workforce.1(4) 1-67.

This publication describes several highly effective projects and programs designed to recruit, hire, and retain individuals who are disabled.

For ordering information, contact: National Alliance of Business, P.O. Box 7207, Washington, D.C. 20044. Their phone number is 202/289-2924.

Office of Special Education and Rehabilitative Services. (1982, 1985). Directory of national information sources on handicapping conditions and related services. Washington, DC: Author.

This publication, issued in 1982 and updated periodically with supplements, is a comprehensive directory of organizations, agencies, and data bases relevant to individuals with disabilities, professionals, advocates, or other interested persons. A brief summary of each organization is provided.

To obtain a copy, contact: Clearinghouse on the Handicapped, Office of Special Education and Rehabilitative Services, 400 Maryland Ave. S.W., Washington, D.C. 20202. Their phone numbers are 202/732-1245, 202/732-1250, or 202/732-1204.

President's Committee on Employment of the Handicapped. (1985). Disabled Americans at work. Washington, DC: Author.

This book provides brief descriptions of several disabled individuals who are successfully employed in a wide range of industries, including chemicals, communications, computers/electronics, consumer goods/services, energy, finance/banking/insurance, health, manufacturing, and restaurant/hospitality.

There is no charge for this publication. To obtain a copy, write to: President's Committee on Employment of the Handicapped, 1111 20th St. N.W., Washington, D.C. 20036

Schwartz, P. (1985). Employment incentives manual: how to motivate businesses to hire individuals with disabilities. Bellingham, WA: American Council on Rural Special Education.

This publication covers a number of topics relating to employing persons who are disabled. A major part of the book lists resources on various topics. Areas covered include monetary incentive programs, job access/accommodation, job placement information, self-employment/small business ownership, computer training, employee incentives, films/videotapes, and legislation/legal assistance.

For ordering information, contact: American Council on Rural Special Education, Western Washington University, Bellingham, WA 98225.

Stearner, S. P. (1984). Able scientists--disabled persons: biographical sketches illustrating careers in the sciences for able disabled students. Oakbrook, IL: John Racila Assoc., Inc.

This book contains brief biographical sketches of 27 individuals who are disabled, and working as biologists, geologists, meteorologists, chemists, engineers, rehabilitation researchers, clinical psychologists, medical technologists, and so forth.

For ordering information, contact: Foundation for Science and the Handicapped, Inc., 154 Juliet Court, Clarendon Hills, IL 60514. Their phone number is 312/323-1984.

REFERENCES

Association for Retarded Citizens On-the-Job Training Project. (1986). Job Development Workshop. Madison, WI.

Galloway, C. (1982). Employers as partners: a guide to negotiating jobs for people with disabilities. Rohnert Park, CA: California Institute on Human Services, Sonoma State University.

Institute for Information Studies. (1982). The job club approach to placement. Rehab Brief. V(9), 1-4.

National Alliance of Business. (1986). Sales training for job developers. Madison, WI.

REPLICATING JOBS IN BUSINESS & INDUSTRY FOR PERSONS WITH DISABILITIES

JOB REPLICATION FORM

Purpose

The purpose of the Jobs Replication Form is to obtain information about jobs persons with disabilities perform in business and industry and in the public sector.

People with disabilities need role models that help raise their aspirations and expectations about jobs they can perform. Teachers, counselors, job placement personnel and employers also need exemplary employment models to use when working with people who are disabled. The information you supply will help us to create a catalog of job descriptions that provides these role models.

Instructions for Completing the Jobs Replication Form

The Jobs Replication Form is divided into three sections:

1. General Information about your business or industry.
2. Job Information about a particular job performed successfully by a particular employee who is disabled. Please select one specific disabled employee and describe that person's job.
3. Considerations that enabled this person to be hired initially and to succeed in this job.

PLEASE READ EACH QUESTION CAREFULLY

Complete each question by checking those items that best answer the question or by writing the information requested. You will need approximately 20 to 30 minutes to complete this form. Please feel free to photocopy the Jobs Replication Form if you wish to provide information about more than one employee with a disability.

REMINDER - PLEASE COMPLETE THIS FORM FOR ONLY ONE EMPLOYEE

Release of Information

Please sign the following release of information.

Permission is granted to include the information on this form in a catalog of jobs that will serve as role models for employing persons with disabilities.

(Company)	(Signature)
(Date)	(Title)

Please send your completed Jobs Replication Form in the business reply envelope to:

Lloyd W. Tindall
Vocational Studies Center
University of Wisconsin-Madison
964 Educational Sciences Bldg.
1025 W. Johnson Street
Madison, WI 53706

THANK YOU FOR YOUR HELP.

Vocational Studies Center
School of Education • University of Wisconsin–Madison

Section I

GENERAL INFORMATION

(Company Name) _____

(Address) _____

(City, State, Zip) _____

(Person who completed this form) _____ (Title) _____

(Person to contact for more information) _____ (Title) _____

( ) _____
(Telephone Number)

1. Description of Company

Please describe your company (include main product or service). _____

_____

_____

2. Number of Employees

Total Company _____ This Site _____

3. Worker's Disability

_____

Section II

JOB INFORMATION

4. Title of Position Held by Employee Who is Disabled

_____

5. Work Schedule

Status: ___ Permanent ___ Seasonal ___ Temporary

Number of days per week _____

Total hours per day _____

Time of work _____ a.m. p.m. to _____ a.m. p.m.

Rotating shifts? ___ Yes ___ No

6. Standard Amount of Direct Supervision Provided

___ none
___ minimal
___ moderate
___ maximal

7. Employment History

Time with the company _____

Time in this position _____

8. Probationary Period ___ No ___ Yes

If yes, how long? _____

9. Wages

___ Hourly $ ____.____ per hour

___ Salaried $ _____ per month

10. Benefits

___ None
___ Paid vacation
___ Paid holidays
___ Paid sick days
___ Pension
___ Life Insurance
___ FICA
___ Worker's compensation
___ Unemployment compensation
___ Medical insurance
___ Dental insurance
___ Other (specify)

_____

11. Examinations Required

___ None
___ Physical
___ Hearing
___ Vision
___ Other (specify)

_____

12. Work Setting (e.g., farm, office, factory)

(specify) _____

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13. Academic Credentials Required

___ None
___ GED
___ High school diploma
___ Associate degree
___ Bachelor's degree
___ Master's degree
___ Doctorate

___ Certificate (specify)
_____

___ License (specify)
_____

___ Other (specify) _____

14. Other Job Requirements

___ None
___ Age (minimum/maximum) _____
___ Driver's license
___ Own vehicle
___ Uniform
___ Union membership
___ Polygraph
___ Bondable

___ On call
___ Dress code
___ Civil Service exam
___ Other (list)
_____

15. Work Experience

___ None ___ Preferred ___ Required

Describe

_____

_____

16. Environmental Conditions Related to This Job

___ Hot
___ Cold
___ Humid
___ Dry
___ Wet
___ Dust
___ Dirt
___ Odors
___ Noise
___ Inadequate ventilation
___ Inadequate lighting
___ Vibration

___ Mechanical hazards
___ Moving objects
___ Cramped quarters
___ High places
___ Burns
___ Electrical hazards
___ Explosives
___ Radiant energy
___ Toxic conditions
___ None

___ Other (specify)
_____

17. Special Conditions

___ None
___ High rate of production
___ Precision/quality
___ Distracting conditions
___ High level of stress (deadlines, etc.)

___ Other (specify)_____

_____

18. Work Group (check all that are appropriate)

___ Works alone ___ Small group (1 - 10)

___ One-to-one ___ Large group (11 or more)

19. Narrative Description of the Job
(please describe the job in your own words -- include specific tasks)

_____

_____

_____

_____

_____

20. Physical Demands of This Job (estimate percentage for each category -- answers to A, B, C, and D should total 100%)

A. SEDENTARY WORK (lift 10 lbs. max., limited walking or standing)
_____% of time

B. LIGHT WORK (lift 20 lbs., carry 10 lbs. max., stands up to operate equipment, also walks)
_____% of time

C. MEDIUM WORK (lift 50 lbs., carry 25 max., walks, stands continuously during some operations)
_____% of time

D. HEAVY WORK (lift 100 lbs. max., carry up to 50 lbs.)
_____% of time

21. Physical Activities Performed on This Job

___ Push
___ Pull
___ Reach
___ Run
___ Climb
___ Balance
___ Stoop
___ Kneel
___ Crouch
___ Crawl
___ Sit
___ Turn
___ See
___ Color vision
___ Depth perception
___ Hear
___ Sense of smell
___ Sense of taste
___ Sense of touch
___ Finger dexterity

___ Other (specify) _____

22. Duties of This Worker (check if SIGNIFICANT part of the job)

A. Leadership/Administrative/Managerial Tasks

___ Provide leadership
___ Develop company policies
___ Implement company policies
___ Recruit, hire, and terminate personnel
___ Specify goals and work tasks of others
___ Supervise personnel
___ Represent the company at internal functions
___ Represent the company at external functions
___ Report to a board of directors

___ Other (specify) _____

B. Problem Solving/Reasoning Tasks

___ Determine own work activities
___ Recognize and use appropriate procedures
___ Conduct work activities in appropriate sequence
___ Obtain resources needed to carry out work (e.g., equipment, materials, personnel, funds)
___ Recognize the effects of changing quantity or quality of materials
___ Collect and organize information
___ Analyze and synthesize information
___ Identify alternative approaches/solutions
___ Review progress periodically
___ Evaluate for accuracy and completeness
___ Correct deficiencies
___ Summarize and draw conclusions
___ Devise new ideas and better work methods

___ Other (specify)_____

C. Communication Tasks

___ Listen
___ Follow intent of oral directions
___ Talk
___ Speak clearly
___ Use appropriate vocabulary and grammar
___ Stay on the topic in job-related conversations
___ Report accurately what others have said
___ Give clear oral instructions and directions
___ Explain activities and ideas clearly
___ Effectively present information to groups

___ Other (specify)_____

D. Writing Tasks

___ Copy accurately
___ Write legibly
___ Complete forms accurately (e.g., invoices, sales slips, requisitions)
___ Write sentences in standard English (e.g., spelling, word choice)
___ Organize, select, and relate ideas in writing (e.g., correspondence, messages, memos)
___ Produce intelligible written documents (e.g., research reports and summaries)
___ Identify and correct errors in writing

___ Other (specify)_____

E. Reading Tasks

___ Identify work-related symbols/signs
___ Read simple directions
___ Read technical information

___ Other (specify) _____

F. Computer Tasks

___ Enter data into computers
___ Access data from computers
___ Perform word processing
___ Write programs
___ Perform systems analysis

___ Other (specify)_____

G. Mathematical Tasks

___ Count
___ Understand order (e.g., first, second, last)
___ Understand concepts of greater than & less than
___ Handle basic calculations (+, -, x, /)
___ Estimate quantities needed to do a job
___ Calculate costs (e.g., interest, discounts, depreciation, prices, taxes)
___ Use numerical values from charts, diagrams, tables
___ Construct diagrams, charts, records using numerical calculations
___ Make and use measurements (standard, metric)
___ Use formulas (translating, substituting values)
___ Prepare budgets

___ Other (specify)_____

H. Manual/Perceptual Tasks

___ Eye-hand coordination
___ Hand work (e.g., sort, fold, pack)
___ Construct, fabricate or assemble materials
___ Use job-specific hand tools & equipment (specify)

_____

_____

___ Operate job-specific power tool(s) (specify)

_____

_____

___ Set up machine(s)

___ Operate machines(s) (specify)

_____

_____

___ Tend machine(s) (specify)

_____

___ Use keyboard skills

___ Develop visual presentations (e.g., charting, drawing, illustrating)

___ Other (specify)_____

I. Other Significant Duties or Job Features Not Covered in Items A through I (describe)

_____

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Section III

CONSIDERATIONS FOR THIS HANDICAPPED WORKER

23. Limitation(s) of the Employee

A. Personal/Social Limitations

___ Low frustration tolerance
___ Acceptance of supervision
___ Interactions with coworkers
___ Other (specify)

_____

B. Limitations on Work Assignment

___ Cannot work alone
___ Cannot work in a group
___ Other (specify)

_____

C. Academic Limitations

___ Reading
___ Writing
___ Spelling
___ Mathematics
___ Other (specify)

_____

D. Communicative Limitations

___ Remembering
___ Hearing
___ Speaking
___ Following spoken directions
___ Following written directions
___ Other (specify)

_____

E. Physical Limitations

___ Vision
___ Feeling/sensory
___ Handling, fingering
___ Lifting, carrying
___ Pushing, pulling
___ Standing, walking
___ Kneeling, squatting
___ Limited stamina
___ Other (specify)

_____

F. Health Limitations

___ Chronic pain
___ Allergies
___ Respiratory problems
___ Circulatory problems
___ Other (specify)

_____

24. Personal Strengths

Please list the three strengths that are most important to this employee's success in this job.

_____

_____

_____

25. Financial Incentives

Did you receive any financial support for hiring this employee (e.g., targeted jobs tax credit, on-the-job training wage subsidy)? ___ No ___ Yes If yes, please describe.

_____

26. Training

A. What is the standard training period for this job? _____ hours _____ days _____ months

B. Was any special training required for this worker after hiring? ___ No ___ Yes

If yes, please describe. _____

Who provided this instruction?
(e.g., job coach, supervisor) _____ How often was/is this special training required? _____

Please describe any special training materials used. _____

_____

Does the company recognize completion of this special training? ___ No ___ Yes If yes, please indicate.

___ Grade ___ Certificate ___ Entered permanent employment ___ Wage increase Other _____

29. Job Accommodations Were any accommodations required to maintain this employee on this job? ___ No ___ Yes If yes, please describe below.

Type of Accommodation	Describe Problem	Describe Solution	Estimated Additional $ Cost & Staff Time
A. JOB PLACEMENT/FOLLOW-UP (e.g., Job Service, Vocational Rehabilitation)			
B. JOB COACHING (training and support provided by outside agency) . . .			
C. SUPERVISION (e.g., monitoring by a co-worker)			
D. JOB RESTRUCTURING (e.g., sharing jobs, job ladders)			
E. SCHEDULE (e.g., diabetic's frequent meal breaks, Flextime). . . .			
F. JOB TASKS (e.g., sales by phone for mobility impaired) . . .			
G. PERSONAL ASSISTANCE (e.g., health aide, interpreter)			
H. AIDS AND DEVICES (e.g., TTY, Braille typewriter, puff control). .			
I. EQUIPMENT (e.g., lowering bench, oversized knobs or handles).			
J. WORKSITE (e.g., rearranging work area).			
K. BUILDING (e.g., accessible bathroom, ramp).			
L. TRANSPORTATION (e.g., public, private, or family). . .			
M. COUNSELING (e.g., career, financial, or mental health). . . .			
N. OTHER (please specify)			

30. What other factors would help another employer replicate this job for someone with a similar disability?

THANK YOU VERY MUCH FOR YOUR HELP

Appendix B

YOU CAN HELP US EXPAND
JOB OPPORTUNITIES IN BUSINESS
AND INDUSTRY FOR PERSONS WITH DISABILITIES

In Two Ways

1. Identify and submit information on a job held by a person with a disability by completing the Job Replication Form. See Appendix A page 195.

2. Identify employers of persons with disabilities by completing the form below.

FILL OUT AND MAIL YOUR JOB REPLICATION FORM AND EMPLOYER FORM TO:

Lloyd W. Tindall
Vocational Studies Center
University of Wisconsin-Madison
964 Educational Sciences Bldg.
1025 W. Johnson St.
Madison, WI 53706

or call (608) 263-3415 and give us the information by telephone

Employer Form

JOBS REPLICATING JOBS FOR HANDICAPPED PERSONS IN AMERICAN BUSINESS & INDUSTRY

Help us by supplying names of employers of handicapped workers:

1. _____
COMPANY NAME ADDRESS CITY STATE ZIP

( )
CONTACT PERSON TELEPHONE NUMBER TYPE OF JOB

2. _____
COMPANY NAME ADDRESS CITY STATE ZIP

( )
CONTACT PERSON TELEPHONE NUMBER TYPE OF JOB

Your Name & Phone Number: _____ ( )

Your address, city, state, zip: _____